

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 1

April 22, 2025

SUBJECT: Approval of the Agenda. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

The agenda can be found on the following page.

**NOTICE OF REGULAR MEETING OF THE
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS**

The Housing Authority of the City of Reno (Agency) will conduct a public meeting:

MEETING DATE: Tuesday, April 22, 2025
TIME: 12:00 p.m. (Approximately)
PLACE: Reno Housing Authority Boardroom
1525 East Ninth Street, Reno, Nevada

Persons wishing to provide public comment may participate during the scheduled meeting by commenting in person during the course of the meeting, or address their comments, data, views, arguments in written form to Hilary Lopez, Ph.D., Executive Director, Housing Authority of the City of Reno, 1525 East 9th Street, Reno, NV 89512-3012, Fax: 775.786.1712; e-mail address: HLopez@renoha.org. Written submission should be received by the Board on or before, April 18, 2025, by 5:00 p.m., in order to make copies available to members of the Board and the public.

Below is an agenda of all items scheduled to be considered. At the discretion of the chairperson or the Board, items on the agenda may be taken out of order; the Board may combine two or more agenda items for consideration, and the Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The public is advised that one or more members of the Board may participate in the meeting via electronic means.

AGENDA

- Call to order and roll call.
 - Introduction of guests.
 - First Period of Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public are limited to three minutes per person.
1. Approval of agenda. (For Possible Action)
 2. Approval of the minutes of the Special Legislative Update Meeting held on April 8, 2025, the Regular and Closed Session Board Meetings held on March 25, 2025, and the Special Legislative Update Meeting held on March 13, 2025. (For Possible Action)
 3. Flynn Guidici will provide an update on the State of Nevada 83rd legislative session, bills of interest and related items. The Board may provide direction to RHA's Executive Director in relation to supporting, opposing, or otherwise monitoring bills of interest to RHA. (For Possible Action)
 4. Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.) (For Possible Action)

- Discussion and possible approval of RHA rents and rent analysis of its community benefit housing properties managed by CloudTen including Ala Moana, Sarrazin Arms, Colonial Court, Prater Way, and Idlewild Townhomes. (For Possible Action)
5. Commissioner Reports. (Discussion)
 6. Executive Director/Secretary's Report. (Discussion)
 - A. Update on Agency activities
 - B. Update on Rental Assistance Voucher Programs / Asset Management
 - C. Update on Workforce Development, Elderly Services, and Youth activities
 - D. Update on Public Affairs activities
 - E. Update on Development activities
 - F. Update on Information Technology activities
 - G. Update on MTW activities
 - H. Update on Legal Inquiries
 - I. Financials
(Discussion)
 7. Discussion and possible action on the Performance Evaluation of Dr. Hilary Lopez, RHA Executive Director, to consider her job performance, professional competence, character, and any alleged misconduct within the context of her performance. Discussion and possible action may include approval of an evaluation rating as well as any recommendation on the compensation, bonus, and consideration provided to Dr. Lopez, which may have a fiscal impact, and which will be subject to her acceptance or rejection of the same. (For Possible Action)
 8. Discussion and possible action to authorize the Executive Director to execute a contract with H+K Architects in the amount of \$500,000.00 for architectural services for the Carville Court Development Project. (For Possible Action)
 9. Discussion and possible acceptance of a grant from Washoe Affordable Housing Corporation of \$150,000 for renovations at 870 Sage Street. (For Possible Action)
 10. Discussion and possible approval of the FY2026 RHA budget. (For Possible Action)
 11. Discussion and possible approval to enter into a contract for up to \$617,353 with Housing To Home for relocation assistance and services and relocation expenses associated with the Stead Manor rehabilitation project. (For Possible Action)
 12. Additional Items:
 - a) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
 - b) Reports on conferences and training. (Discussion)
 - c) Old and New Business. (Discussion)
 - d) Request for Future Agenda Topics (Discussion)
 - e) Schedule of next meeting. The following dates have been scheduled in

advance but are subject to change at any time: Tuesday, May 27, 2025, and Tuesday, June 24, 2025. (For Possible Action)

13. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public are limited to three minutes per person.
14. Adjournment.

This meeting is accessible to the hearing impaired through the RHA TTY/TDD/voice phone line (385) 770-7166. Anyone with a disability, as defined by the Americans with Disabilities Act, requiring special assistance to participate in the meeting, may contact the Board of Commissioners at the following address, at least five days in advance of the meeting in order to make arrangements, if possible, for reasonable accommodations that would enable participation in the meeting by contacting JD Klippenstein, or by calling (775) 329-3630.

This agenda has been posted at the Housing Authority of the City of Reno Administrative Office, 1525 East Ninth Street; and further in compliance with NRS 241.020, this agenda has been posted on the official website for the Housing Authority of the City of Reno www.renoha.org and the State of Nevada Public Notification website <http://notice.nv.gov/>.

According to the provisions of NRS 241.020(5), a copy of supporting (not privileged and confidential) material provided to Board members may be obtained upon request made to: Hilary Lopez, Ph.D., Executive Director, Housing Authority of the City of Reno, 1525 East Ninth Street, Reno, Nevada, 89512, or by calling (775) 329-3630. Copies of supporting (not privileged and confidential) material provided to Board members by staff may be obtained at the aforementioned address.

Dated April 17, 2025

Colleen Montgomery-Beltran

*By: Colleen Montgomery-Beltran
Executive Administrative Assistant*

4912-3688-3243, v. 1

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 2

April 22, 2025

SUBJECT: Approval of the minutes of the Special Legislative Update Meeting held on April 8, 2025, the Regular and Closed Session Board Meetings held on March 25, 2025, and the Special Legislative Update Meeting held on March 13, 2025. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Meeting minutes can be found on the following pages.

**MINUTES OF THE SPECIAL LEGISLATIVE UPDATE MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
April 8, 2025**

The meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Madame Chair Taylor at 12:00pm on Thursday, April 8, 2025, in the Agency's Boardroom.

Commissioners Present

Kathleen Taylor, Madame Chair
Dave Aiazzi, Vice Chair

Commissioners Absent

Mayor Hillary Schieve, Commissioner
Mark Sullivan, Commissioner
Dejanae Solley, Commissioner

Staff Present

Dr. Hilary Lopez, Ph.D., Executive
Director
Heidi McKendree, Deputy Executive
Director
Jerri W. Conrad, Government & Public
Affairs Manager

Others Present

Mendy Elliott, Flynn Guidici

Ryan Russell, Legal Counsel

There being no quorum available, the meeting was cancelled.

- **Call to order and roll call.**

- **Introduction of guests.**

First Period of Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public is limited to three minutes per person, under these items.

- 1. Approval of agenda. (For Possible Action)**

- 2. Flynn Guidici will provide an update on the State of Nevada 83rd legislative session, bills of interest and related items. The Board may provide direction to RHA's Executive Director in relation to supporting, opposing, or otherwise monitoring bills of interest to RHA. (For Possible Action)**

- 3. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public are limited to three minutes per person.**

- 4. Adjournment.**

**MINUTES OF THE REGULAR MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
March 25, 2025**

The meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Madame Chair Taylor at 12:01pm on Tuesday, March 25, 2025, in the Agency's Boardroom.

Commissioners Present

Kathleen Taylor, Madame Chair
Dave Aiazzi, Vice Chair
Mark Sullivan, Commissioner

Commissioners Absent

Mayor Hillary Schieve, Commissioner
Dejanae Solley, Commissioner

Staff Present

Dr. Hilary Lopez, Ph.D., Executive Director
Heidi McKendree, Deputy Executive Director
JD Klippenstein, Director of Development
Kristin Scott, Director of Asset Management
Jamie Newfelt, Director of Rental Assistance
Jeremy Stocking, Director of Resident Services
Brenda Freestone, WAHC
Jeff Miller, Director of IT
Kim Anhalt, Director of MTW

Staff Present (continued)

Jerri W. Conrad, Government & Public Affairs Manager
Colleen M. Beltran, Executive Administrative Assistant

Ryan Russell, Legal Counsel

Others Present

Brian Bosma, Reno & Sparks Chamber
Britton Griffith, Reno Engineering Corporation
Monica DuPea, Truckee Meadows Housing Solutions and Nevada Youth Empowerment Project
Daniel Guidici, Flynn Guidici
Julie Henderson & Elaine Wiseman, City of Reno
Erik Fong & Lesley Bosch,
ONESTUDIODNA.COM

There being a quorum present, the order of business was as follows:

- **Call to order and roll call.**
- **Introduction of guests.**

None

- **First Period of Public Comment.** The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public is limited to three minutes per person, under these items.

There were no public comments.

1. Approval of agenda. (For Possible Action)

Vice Chair Aiazzi motioned to approve the agenda with changes to the order in which the agenda items will be addressed. Commissioner Sullivan seconded the motion. Hearing no further discussion, Madame Chair Taylor called for the vote. All were in favor with 3 ayes, no nays. Madame Chair Taylor declared the motion carried.

2. Approval of the minutes of the Regular Board Meeting held on February 25, 2025, Closed Session Meeting held on June 25, 2024, Closed Session Meeting held on May 28, 2024, Regular Meeting held on January 23, 2024, and the Closed Session Meeting held on January 23, 2024. (For Possible Action)

Commissioner Sullivan motioned to approve the minutes as presented on the agenda. Vice Chair Aiazzi seconded the motion. Hearing no further discussion, Madame Chair Taylor called for the vote. With all ayes, no nays, Madame Chair Taylor declared the motion carried.

3. Presentation of preliminary design for new apartments associated with Sarrazin Arms land swap by Erik Fong of ONESTUDIODNA.COM. (Discussion)

Erik Fong, Principal Engineer at ONESTUDIODNA.COM, gave a presentation of the preliminary design for the new apartments associated with the Sarrazin Arms land swap.

4. Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.) (For Possible Action)

A. Possible approval to accept CY25 Family Self-Sufficiency (FSS) Program grant funds provided by the U.S. Department of Housing and Urban Development (HUD) in the amount of \$243,423 to support up to 3 FSS Coordinator positions. (For Possible Action)

B. Possible adoption of Resolution 25-03-01 RH approving a revision to the Housing Authority of the City of Reno's Administrative (ADMIN) Plan for Section 8 Housing Choice Voucher and Project Based Voucher programs to update policies as they relate to the annual required HUD

update of Payment Standards and Utility Allowances, MTW Plan approved changes related to Interim Recertifications and Medical Deductions, and updates related to the implementation of Housing Opportunities Through Modernization Act (HOTMA) regulations. (For Possible Action)

C. Possible adoption of Resolution 25-03-02 RH approving a revision to the Housing Authority of the City of Reno's Admissions and Continued Occupancy Plan (ACOP) to update the policies as they relate to the annual required HUD update of Flat Rents, MTW Plan approved changes related to Interim Recertifications and Medical Deductions, general updates regarding changes in position titles and updates related to the implementation of Housing Opportunities Through Modernization Act (HOTMA) regulations. (For Possible Action)

D. Discussion and possible approval of the below listed donation from Board of Commissioner contingency funds.

Commissioner Taylor: \$9,000 to support Eddy House

Vice Chair Aiazzi motioned to approve the Consent Agenda as presented. Commissioner Sullivan seconded the motion. All were in favor with 3 ayes and no nays. Madame Chair Taylor declared the motion carried.

5. Possible adoption of Resolution 25-03-03 RH approving the FY 24 final financial audit report from CliftonLarsonAllen LLP. (For Possible Action)

Justin Measley of CliftonLarsonAllen LLP confirmed that the FY 24 financial audit report had gone through their QC review and there were no material changes in the final draft that would impact the audit results or opinions.

Commissioner Sullivan motioned to approve adoption of Resolution 25-03-03 RH approving the FY 24 final financial audit report. Vice Chair Aiazzi seconded the motion. With no further discussion, Madame Chair Taylor requested the vote. All were in favor, with 3 ayes and no nays. Madame Chair Taylor declared the motion carried.

6. Discussion and possible approval of a Capital Improvement Plan for RHA's Community Benefit Properties managed by CloudTen. (For Possible Action)

Commissioner Sullivan moved to approve the Capital Improvement Plan as presented. Vice Chair Aiazzi seconded the motion with discussion. After a brief discussion, Madame Chair Taylor called for the vote. All were in favor, with 3 ayes and no nays. Madame Chair Taylor declared the motion carried unanimously.

7. Possible adoption of Resolution 25-03-04 RH certifying the Board of Commissioners review of Silverada Manor's 2024 and 2025 operating budgets and confirmation of the property's financial health and replacement reserve deposits. (For Possible Action)

This item was removed from the agenda. No action was taken.

8. Legislative update and potential board direction to the RHA Executive Director. (For Possible Action)

Daniel Guidici could not remain in the meeting to give his presentation. The commissioners discussed the legislative items that the Board and RHA are tracking. No action was taken on this agenda item.

9. Possible adoption of Resolution 25-03-05 RH approving the content and submission of the Authority's FY 2026 Moving to Work Annual plan and Certifications of Compliance to the U.S. Department of Housing and Urban Development (HUD). (For Possible Action)

Vice Chair Aiazzi moved to approve the content and submission of the FY 2026 Moving to Work Annual Plan and Certifications of Compliance to HUD. Commissioner Sullivan seconded the motion. After discussion, Madame Chair Taylor called for the vote. With 3 ayes and no nays, Madame Chair Taylor declared the motion carried.

10. Discussion and possible action to approve or deny of the creation of Carville Court LLC, a sole-purpose, single-member corporation, to serve as the owner entity of the Carville Court property and authorization for the Executive Director to enter into an operating agreement between the Housing Authority of the City of Reno and Carville Court LLC. If approved, this item may include approval of an initial contribution in the form of a loan of funds that RHA previously committed to this project from RHA to Carville Court, LLC, to be held in escrow for purposes of drawing down the same to fulfill the purpose of the LLC. If approved, this item may have a fiscal impact of up to \$4,650,000 in the form of a loan to bear interest at the applicable federal rate. (For Possible Action)

Vice Chair Aiazzi moved to approve staff recommendations that the Board of Commissioners authorize staff to establish Carville Court LLC as the owner entity of the Carville Court property located at 1247 Carville Drive and further authorize the Executive Director to execute an operating agreement between the Housing Authority of the City of Reno and Carville Court LLC. Madame Chair Taylor seconded the motion. With no further discussion, Madame Chair Taylor called for the vote. With 3 ayes and no nays, Madame Chair Taylor declared the motion carried.

11. Possible Adoption of Resolution 25-03-06 RH authorizing the Executive Director to open and administer bank accounts including the operating account, security deposit account, replacement reserves account, and/or other accounts as required by Carville Court, LLC to support the Carville Court project. (For Possible Action)

Commissioner Sullivan motioned to approve the adoption of Resolution 25-03-06 RH authorizing the Executive Director to open and administer bank accounts including the operating account, security deposit account, replacement reserves account, and/or other accounts as required by Carville Court, LLC to support the Carville Court project. Vice Chair Aiazzi seconded the motion. The vote was 3 ayes and no nays. Madame Chair Taylor declared the motion carried unanimously.

12. Discussion and presentation on the Truckee Meadows Housing Solutions' ("TMHS") GenDen housing project. Discussion and presentation may include without limitation a request from TMHS for an additional \$500,000 from RHA for the project and the basis for the request, the status of the project, including construction, the status of funds previously committed by RHA for the project, compliance with the agreements between RHA and TMHS for the project, and other matters related to the project and the relationship between RHA and TMHS. (For Discussion Only)

Britton Griffith of Reno Engineering Corporation, Monica DuPea of Truckee Meadows Housing Solutions and Nevada Youth Empowerment Project, and Brian Bosma of Reno and Sparks Chamber of Commerce, presented their proposed plan for the Truckee Meadows Housing Solutions GenDen project, discussed their request for an additional \$500,000, and the status of the project to date.

This was a discussion item and no action was taken.

Closed Session:

13. The Board may give direction to staff in closed session regarding the position or positions to be taken or the strategy to be employed, and staff may provide the Board with an update, regarding RHA's legal position(s), obligations, and options in relation to the following items. No action will be taken in closed session.

- **Discussion and update on legal analysis of Right of First Refusal, potential sales options, potential lobby lease options, and or other options for the property located at Parcel 4-B of Paradise Retail I, LLC, Sparks, Nevada (also known as Paradise Plaza) and estimated budgets associated with various potential scopes of work to renovate the site and address needed pest mitigation. (Discussion Only)**

- **Discussion on any potential legal issues related to the Truckee Meadows Housing Solutions' ("TMHS") GenDen housing project. Discussion may include without limitation a request from TMHS for an additional \$500,000 from RHA for the project; RHA's continued participation in the project, and/or the need for more information on the project to inform future Board action in relation to the project, the funds committed thereto, and the real property leased for the project. (Discussion Only)**

Reconvene Open Session:

- 14. Discussion and possible direction to staff on next steps regarding initiating the Right of First Refusal, potential sales options, potential lobby lease options, and/ or other options for the property located at Parcel 4-B of Paradise Retail I, LLC, Sparks, Nevada (also known as Paradise Plaza) and/or estimated budgets associated with various potential scopes of work to renovate the site and address needed pest mitigation. (For Possible Action)**

Commissioner Sullivan made a motion to direct the executive director to negotiate and enter an amendment to the post closing agreement extending the dates for compliance. Vice Chair Aiazzi seconded the motion. With no discussion heard, Madame Chair Taylor called for the vote. All were in favor, with 3 ayes and no nays, Madame Chair Taylor declared the motion carried unanimously.

- 15. Discussion and possible action to provide direction to the Executive Director on the Truckee Meadows Housing Solutions' ("TMHS") GenDen housing project. Possible action may include without limitation approval, approval with conditions, continuance or denial, of a request from TMHS for an addition \$500,000 from RHA for the project; direction to the Executive Director in relation to RHA's continued participation in the project, and/or direction to the Executive Director to pursue more information on the project to inform future Board action. Depending on board action, this item has a possible fiscal impact of up to \$500,000. (For Possible Action)**

Madame Chair Taylor motioned to deny TMHS' request for \$500,000 for the GenDen project and direct staff to pursue legal options under the current agreement, if TMHS is unable to obtain the funds by the date AHP awards its grant, and further direct the executive director to inform TMHS that there will be no drawdowns of the \$1.75M until they obtain the full funding for 10 units. Vice Chair Aiazzi seconded the motion. No further discussion took place. Madame Chair Taylor called for the vote. With 3 ayes and no nays, Madame Chair Taylor declared the motion carried unanimously.

- 16. Commissioner Reports. (Discussion)**

None

17. Executive Director/Secretary's Report. (Discussion)

This item was not discussed.

18. Discussion and quarterly update on the RHA development projects including, but not limited to:

- 1. Silverada Manor**
 - 2. Hawk View Apartments**
 - 3. John McGraw & Silver Sage Apartments**
 - 4. Stead Manor**
 - 5. Carville Court**
 - 6. Reno Avenue**
 - 7. I Street**
- (Discussion only)**

This item was not discussed.

19. Additional Items:

- a) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)**
- b) Reports on conferences and trainings. (Discussion)**
- c) Old and New Business. (Discussion)**
- d) Request for Future Agenda Topics (Discussion)**
- e) Schedule of next meeting. The following dates have been scheduled in advance but are subject to change at any time:
Tuesday, March 25, 2025, and Tuesday, April 22, 2025.
(For Possible Action)**

No action was taken on this item.

20. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public are limited to three minutes per person.

None

21. Adjournment.

Madame Chair Taylor declared the meeting adjourned at 2:44pm.

March 25, 2025, Closed Session Meeting minutes are presented separately.

**MINUTES OF THE SPECIAL LEGISLATIVE UPDATE MEETING
HOUSING AUTHORITY OF THE CITY OF RENO
BOARD OF COMMISSIONERS
March 13, 2025**

The meeting of the Board of Commissioners of the Housing Authority of the City of Reno (Agency) was called to order by Madame Chair Taylor at 12:03pm on Thursday, March 13, 2025, in the Agency's Boardroom.

Commissioners Present

Kathleen Taylor, Madame Chair (Zoom)
Dave Aiazzi, Vice Chair (Zoom)
Mark Sullivan, Commissioner
Dejanae Solley, Commissioner (Zoom)

Commissioners Absent

Mayor Hillary Schieve, Commissioner

Staff Present

Dr. Hilary Lopez, Ph.D., Executive Director
Heidi McKendree, Deputy Executive Director
JD Klippenstein, Director of Development
Jerri Williams Conrad, PAO
Ryan Russell, Legal Counsel (zoom)

Others Present

Daniel Guidici, Flynn Guidici

There being a quorum present, the order of business was as follows:

- **Call to order and roll call.**
- **Introduction of guests.**

None

First Period of Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public is limited to three minutes per person, under these items.

There were no public comments.

1. Approval of agenda. (For Possible Action)

No action was taken.

2. Flynn Guidici will provide an update on the State of Nevada 83rd legislative session, bills of interest and related items. The Board may provide direction to RHA's Executive Director in relation to supporting, opposing, or otherwise monitoring bills of interest to RHA. (For Possible Action)

Following a lively discussion, the Board approved submitting a letter of support for SB 51 with suggested amendments and specific language prioritizing housing authorities and ensuring Washoe County receives a minimum allocation. The Board also directed Reno Housing Authority's Executive Director, Hilary Lopez, to act in the best interest of the agency.

3. Public Comment. The opportunity for public comment is reserved for any matter within the jurisdiction of the Board. No action on such an item may be taken by the Board unless and until the matter has been noticed as an action item. Comments from the public are limited to three minutes per person.

None

4. Adjournment.

Madame Chair Taylor declared the meeting adjourned at 12:46pm.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 3

April 22, 2025

SUBJECT: Flynn Guidici will provide an update on the State of Nevada 83rd legislative session, bills of interest and related items. The Board may provide direction to RHA's Executive Director in relation to supporting, opposing, or otherwise monitoring bills of interest to RHA. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: Discussion

Background:

The 83rd State of Nevada Legislative Session began on February 3, 2025. Several housing-related bills have been drafted and scheduled for hearings in appropriate committees. Flynn Guidici is assisting RHA with bill tracking and related matters during the session. In addition, RHA staff are participating in legislative update calls with the Nevada Housing Coalition.

Flynn Guidici and RHA staff will provide a legislative update at the meeting. A copy of the presentation highlighting bills of interest and a current bill tracker are attached for reference. The full text of all referenced bills is available online via the State's legislative website. While RHA's Executive Director will try to bring legislative items to the Board for input and action ahead of time, due to the timing of legislative hearings versus the timing of monthly Board meetings, this may not always be possible. Therefore, the Executive Director may provide support or opposition to a bill when it is believed it is in the best interests of the Authority and will then update the Board of Commissioners at the next Board meeting.

Staff Recommendation and Motion:

The Board may motion to support or oppose the specific bills discussed.

RENO HOUSING AUTHORITY

Board Legislative Update
April 22, 2025



Important Dates

- April 22 – First House Passage
- May 1 – Economic Forum Report Due
- May 5 – Affordable Housing Day at the Legislature (New Date)
- May 16 – Committee Passage Second House
- May 23 – Second House Passage
- June 2 – Sine die



Bill Highlights

FAILED TO MAKE APRIL 11 DEADLINE

SB51 Provides for reimbursement of cities and counties for reductions or subsidies of certain fees for affordable housing projects.

- An act relating to housing; creating the Account for Housing Expansion Through Local Partnerships; authorizing the use of money in the Account to reimburse cities and counties for the cost of reducing or subsidizing certain fees to assist in maintaining or developing a project for affordable housing; making an appropriation to the Account; and providing other matters properly relating thereto.
 - *Committee: Senate Government Affairs, March 17 – Heard. RHA submitted letter of support.*

AB68 Revisions relating to housing

- An act relating to consumer reporting; requiring certain landlords to make a written offer to a tenant to report positive rental payment information to at least one consumer reporting agency which meets certain criteria; providing requirements related to the reporting of positive rental payment information; and providing other matters properly relating thereto.



Bill Highlights

FAILED TO MAKE APRIL 11 DEADLINE – CONTINUED

SB2 Revising provisions related to collective bargaining.

- An act relating to collective bargaining; removing the exemption from compliance with any provision of existing law requiring a meeting to be open or public for certain proceedings concerning collective bargaining between public employers and public employees; and providing other matters properly relating thereto.



Bill Highlights

PHA ENABLING LEGISLATION

AB103 Revises provisions relating to housing authorities.

- An act relating to housing authorities; revising the compensation of commissioners; and providing other matters properly relating thereto.
 - *Committee: Assembly Government Affairs, April 10 – Amend and do pass as amended.*
 - *Committee: Assembly Government Affairs, April 2 – Heard. RHA no action taken.*
 - *Prior RHA Action – Submitted proposed clean-up amendments to Chapter 315 in concert with SNRHA and NRH.*



Bill Highlights

DEVELOPMENT RELATED

AB540 Revises provisions relating to governmental administration. EXEMPT

- An act relating to governmental administration; creating the Nevada Attainable Housing Account and setting forth the allowable uses of money in the Account.
 - *Committee: Assembly Commerce and Labor, April 2 – Heard. RHA testified in support.*

AB458 Revises provisions governing energy.

- An act relating to energy; authorizing the users of a solar-powered affordable housing system to participate in net metering; exempting the owner or operator of a solar-powered affordable housing system from certain provisions of law; establishing requirements for a tariff or contract relating to a solar-powered affordable housing system; revising provisions governing the administration of net metering; revising provisions relating to an expanded solar access program which certain electric utilities are required to offer; and providing other matters properly relating thereto.
 - *Committee: Assembly Growth and Infrastructure (Work Session) April 10 – Amend and do pass as amended.*
 - *Committee: Assembly Growth and Infrastructure, April 1 – Heard. RHA testified in support.*

Bill Highlights

DEVELOPMENT RELATED - CONTINUED

AB62 Revises provisions relating to transferable tax credits for affordable housing. EXEMPT

- An act relating to taxation; revising the procedure for applying for transferable tax credits for affordable housing; revising provisions governing the transfer of transferable tax credits for affordable housing; revising provisions relating to the amount of transferable tax credits for affordable housing that may be approved; revising provisions relating to the expiration of transferable tax credits for affordable housing; and providing other matters properly relating hereto.
 - *Committee: Assembly Revenue (Work Session), March 27 – Do Pass*
 - *Committee: Assembly Revenue, February 20 – Heard. RHA submitted letter of support.*

Bill Highlights

LANDLORD OR TENANT RELATED

SB283 Makes appropriations to Clark County and the Cities of Reno and Sparks for programs for rental assistance to certain persons. EXEMPT

- An act making appropriations to Clark County and the Cities of Reno and Sparks for programs for rental assistance to certain persons; and providing other matters properly relating thereto.
 - *RHA Action – For Board discussion and possible direction.*

AB283 Revises provisions governing certain actions and proceedings relating to real property.

- An act relating to property; revising provisions relating to summary evictions; and providing other matters properly relating thereto.
 - *Committee: Assembly Judiciary, April 9 – Do pass*
 - *RHA Action – Signed onto Housing Authorities letter of opposition; the bill as proposed creates extended timelines for evictions negatively impacting tenants, waitlist clients, and RHA. Additionally, PHAs are subject to federal regulations which already provide a regulatory framework that must be followed for evictions.*

Bill Highlights

LANDLORD OR TENANT RELATED – CONTINUED

SB166 Revises provisions relating to housing.

- An act relating to housing; revising provisions which prohibit certain insurers from discriminating based on the breed of a dog at certain properties; revising provisions relating to the supportive housing grant program implemented by the Housing Division of the Department of Business and Industry; and providing other matters properly relating thereto.
 - *RHA Action – Submitting an amendment, in concert with SNRHA and NRH, to clarify language regarding resident’s pets in supportive housing.*
 - Committee: Senate Commerce and Labor (Work Session), March 27

Bill Highlights

ZONING OR PLANNING RELATED

AB131 Revises provisions relating to housing.

- An act relating to housing; requiring the governing body of certain counties and cities to adopt an ordinance to authorize the owner of certain historic residential properties to add an accessory dwelling unit to the property; setting forth certain requirements for the ordinance; and providing other matters properly relating thereto.
 - *Committee: Government Affairs (Work Session), April 9 – Amend and do pass as amended.*
 - *RHA Action – Met with Bill sponsor to answer questions.*



Bill Highlights

ADMINISTRATIVE RELATED

AB388 Revises provisions relating to employment. EXEMPT

- An act relating to employment; requiring certain public and private employers to establish certain procedures and forms relating to paid family leave; requiring the Human Resources Commission and Labor Commissioner to establish certain regulations relating to paid family leave; requiring certain public and private employers to provide notice relating to paid family leave; revising provisions relating to paid family leave for certain state employees and employees of private employers; repealing certain provisions relating to leave; providing penalties; and providing other matters properly relating thereto.
 - *RHA Action – For Board discussion*
 - *Committee: Assembly Commerce and Labor (Work Session), April 11 – Do pass.*

Questions?



Reno Housing Authority - Status Of Legislation - 83rd (2025) Session				Failed Deadline	Support	Monitor	Oppose
Name	Description	Sponsor(s)	Status	Past Meetings		Past Action	Position
AB37	Revises provisions related to housing. (BDR 25-257)	Committee on Government Affairs	Government Affairs	Assembly Committee on Government Affairs 4/9/2025 9:00 AM		Amend, and do pass as amended	
AB62	Revises provisions relating to transferable tax credits for affordable housing. (BDR 32-437)	Committee on Revenue	Ways and Means	Assembly Committee on Revenue 3/27/2025 4:00 PM		Do pass	
AB103	Revises provisions relating to housing authorities. (BDR 25-554)	O'Neill	Government Affairs	Assembly Committee on Government Affairs 4/10/2025 9:00 AM		Amend, and do pass as amended	
AB121	Revises provisions governing landlords and tenants. (BDR 10-166)	Considine	Commerce and Labor	Assembly Committee on Commerce and Labor 3/26/2025 1:30 PM		Amend, and do pass as amended	
AB131	Revises provisions relating to housing. (BDR 22-694)	Jackson	Government Affairs	Assembly Committee on Government Affairs 4/9/2025 9:00 AM		Amend, and do pass as amended	
AB201	Revises provisions relating to the sealing of records for summary evictions. (BDR 3-843)	Roth	Judiciary	Assembly Committee on Judiciary 4/8/2025 8:30 AM		Amend, and do pass as amended	
AB223	Revises provisions relating to the habitability of rental property. (BDR 10-684)	Considine	Commerce and Labor	Assembly Committee on Commerce and Labor 3/26/2025 1:30 PM		Amend, and do pass as amended	
AB283	Revises provisions governing certain actions and proceedings relating to real property. (BDR 3-819)	Carter	General File	Assembly Committee on Judiciary 4/9/2025 8:00 AM		Do pass	
AB366	Revises provisions relating to housing. (BDR 25-814)	Monroe-Moreno	Ways and Means	Assembly Committee on Commerce and Labor 4/2/2025 5:00 PM		Mentioned no jurisdiction	
AB388	Revises provisions relating to employment. (BDR 23-1027)	Assemblymembers La Rue Hatch, González, Anderson, Roth, Miller, Flanagan, Goulding, Hunt, Jackson, Karris, Moore, Orentlicher and Watts; Senator Flores	Ways and Means	Assembly Committee on Commerce and Labor 4/11/2025 Upon Call of Chair		Do pass	

AB458	Revises provisions governing energy. (BDR 58-228)	Watts	Growth and Infrastructure	Assembly Committee on Growth and Infrastructure 4/10/2025 Upon Adjournment	Amend, and do pass as amended	
AB540	Revises provisions relating to governmental administration. (BDR 25-1036)	Committee on Government Affairs	Commerce and Labor	Assembly Committee on Commerce and Labor 4/2/2025 5:00 PM	Heard	
SB283	Makes appropriations to Clark County and the Cities of Reno and Sparks for programs for rental assistance to certain persons. (BDR S-1109)	Cannizzaro, Scheible, Pazina, Flores, Dondero Loop, Cruz-Crawford, Daly, Doñate, Nguyen, Ohrenschall and Taylor	Finance			
Under Review						
AB38	Revises various provisions relating to housing. (BDR 43-521)	Committee on Commerce and Labor	Commerce and Labor	Assembly Committee on Commerce and Labor 3/24/2025 1:30 PM	Amend, and do pass as amended	
AB44	Prohibits manipulating the price of an essential good or service in this State. (BDR 52-503)	Committee on Commerce and Labor	Commerce and Labor	Assembly Committee on Commerce and Labor 4/4/2025 11:30 AM	Amend, and do pass as amended	
AB125	Revises provisions relating to public bodies. (BDR 18-909)	Flanagan	General File	Assembly Committee on Government Affairs 4/3/2025 8:30 AM	Mentioned no jurisdiction	
AB185	Revises provisions relating to child care. (BDR 10-187)	Anderson	General File	Assembly Committee on Government Affairs 3/31/2025 8:30 AM	Amend, and do pass as amended	
AB192	Makes various changes relating to real property. (BDR 10-971)	Backus	Judiciary	Assembly Committee on Judiciary 4/3/2025 8:00 AM	Amend, and do pass as amended	
AB241	Revises provisions relating to housing. (BDR 22-65)	Jauregui	Second Reading	Assembly Committee on Commerce and Labor 4/9/2025 11:30 AM	Amend, and do pass as amended	
AB258	Revises provisions relating to brokerage agreements. (BDR 54-741)	Moore, Kasama and La Rue Hatch	General File	Assembly Committee on Ways and Means 3/28/2025 Upon Call of Chair	Without recommendation	
AB263	Revises provisions relating to homelessness. (BDR 20-96)	Mosca	General File	Assembly Committee on Government Affairs 3/31/2025 8:30 AM	Amend, and do pass as amended	
AB280	Revises provisions relating to housing. (BDR 10-337)	Jauregui	Commerce and Labor	Assembly Committee on Commerce and Labor 3/31/2025 1:30 PM	Amend, and do pass as amended	

AB377	Revises provisions relating to real property. (BDR 32-923)	Assemblymembers Gallant, Gurr, D'Silva, Gray, Cole, DeLong, Hibbetts, Koenig and O'Neill; Senators Buck, Doñate, Ellison and Stone	Revenue	Assembly Committee on Revenue 4/8/2025 3:30 PM	Amend, and do pass as amended	
AB396	Revises provisions relating to housing. (BDR 22-232)	Backus	Commerce and Labor	Assembly Committee on Commerce and Labor 4/9/2025 11:30 AM	Amend, and do pass as amended	
AB475	Makes appropriations to Clark County and the City of Reno for eviction diversion programs. (BDR S-1094)	Committee on Ways and Means	Ways and Means	Assembly Committee on Ways and Means 4/4/2025 Upon Call of Chair	Heard	
AB480	Revises provisions relating to discrimination in housing. (BDR 10-1101)	Assemblymembers Yeager, Monroe-Moreno, Jauregui, Considine, Brown-May, Dalia, González, La Rue Hatch, Marzola, Miller, Moore, Nadeem, Orentlicher and Roth; Senators Cannizzaro, Dondero Loop and Nguyen	General File	Assembly Committee on Judiciary 4/8/2025 8:30 AM	Amend, and do pass as amended	
AB528	Revises provisions relating to property tax abatements for certain buildings and structures which meet certain energy efficiency standards. (BDR 58-425)	Committee on Growth and Infrastructure	Ways and Means	Assembly Committee on Growth and Infrastructure 4/11/2025 Upon Call of Chair	Do pass	
AB218*	Revises provisions governing landlords and tenants. (BDR 10-136)	Assemblymember Considine	Chief Clerk's Desk			
AJR7	Proposes to amend the Nevada Constitution to revise provisions relating to the compensation of certain elected officers. (BDR C-654)	Assemblymembers Watts, Mosca and Hibbetts; Senators Nguyen and Stone	Resolution File	Assembly Committee on Legislative Operations and Elections 3/20/2025 3:30 PM	Amend, and do pass as amended	

AJR10	Urges the Federal Government to release federally managed land in Nevada for housing. (BDR R-1097)	Jauregui	Chief Clerk's Desk				
SB28	Revises provisions relating to municipalities. (BDR 22-411)	Committee on Government Affairs	Government Affairs	Senate Committee on Government Affairs 4/11/2025 Upon Call of Chair	Amend, and do pass as amended		
SB54	Requires Medicaid to provide coverage of certain services for persons experiencing homelessness. (BDR 38-412)	Committee on Health and Human Services	Health and Human Services	Senate Committee on Health and Human Services 4/11/2025 Upon Call of Chair	Amend, and do pass as amended		
SB78	Revises provisions relating to boards, commissions, councils and similar bodies. (BDR 18-301)	Committee on Revenue and Economic Development	Government Affairs	Senate Committee on Government Affairs 4/11/2025 Upon Call of Chair	Amend, and do pass as amended		
SB99	Authorizes, under certain circumstances, certain governing bodies of a city or county to impose linkage fees on certain developers. (BDR 22-373)	Committee on Government Affairs	Government Affairs	Senate Committee on Government Affairs 4/11/2025 Upon Call of Chair	Amend, and do pass as amended		
SB108	Revises provisions governing the Account for the Channel Clearance, Maintenance, Restoration, Surveying and Monumenting Program. (BDR 48-88)	Titus	Finance	Senate Committee on Natural Resources 3/20/2025 3:30 PM	Re-refer		
SB114	Revises provisions governing certain landlords. (BDR 10-125)	Pazina, Cruz-Crawford, Daly, Doñate, Flores, Krasner, Nguyen, Ohrenschall, Scheible, Steinbeck, Stone and Taylor	Transmitted to Assembly	Senate Committee on Commerce and Labor 3/27/2025 8:30 AM	Amend, and do pass as amended		
SB121	Revises provisions governing common-interest communities. (BDR 10-80)	Neal	Judiciary	Senate Committee on Judiciary 4/9/2025 1:00 PM	Amend, and do pass as amended		
SB160	Revises provisions relating to the Nevada Equal Rights Commission. (BDR 18-82)	Neal	Government Affairs	Senate Committee on Government Affairs 4/11/2025 Upon Call of Chair	Amend, and do pass as amended		
SB166	Revises provisions relating to housing. (BDR 57-713)	Scheible	Commerce and Labor	Senate Committee on Commerce and Labor 3/27/2025 8:30 AM	Amend, and do pass as amended		

SB179	Revises provisions relating to discrimination. (BDR 18-35)	Ohrenschall, Buck, Stone, Krasner, Cannizzaro, Pazina and Rogich	Government Affairs	Senate Committee on Government Affairs 4/11/2025 Upon Call of Chair	Amend, and do pass as amended	
SB193	Establishes a pilot program to reduce interest rates on mortgage loans to certain eligible borrowers. (BDR 25-42)	Doñate, Neal, Scheible, Cannizzaro, Ohrenschall, Cruz-Crawford, Daly, Dondero Loop, Flores, Lange, Nguyen, Pazina and Taylor	Finance	Senate Committee on Commerce and Labor 3/5/2025 8:00 AM	Amend, and do pass as amended	
SB198	Revises provisions relating to labor. (BDR 53-557)	Daly	Commerce and Labor	Senate Committee on Commerce and Labor 4/10/2025 8:30 AM	Amend, and do pass as amended	
SB201	Prohibits certain restrictions on the display of religious items in common-interest communities. (BDR 10-122)	Senators Pazina, Neal, Flores, Scheible, Krasner, Cannizzaro, Cruz-Crawford, Daly, Doñate, Dondero Loop, Ellison, Lange, Nguyen, Ohrenschall, Rogich, Steinbeck, Stone and Taylor; Assemblymembers Roth, Nguyen and Gallant	Judiciary	Senate Committee on Judiciary 3/20/2025 1:00 PM	Amend, and do pass as amended	
SB202	Revises provisions relating to housebreaking and unlawful occupancy. (BDR 15-729)	Ellison, Stone and Steinbeck	Judiciary	Senate Committee on Judiciary 4/10/2025 12:30 PM	Amend, and do pass as amended	
SB319	Establishes provisions relating to county fire protection districts. (BDR 42-1018)	Daly and Taylor	Government Affairs	Senate Committee on Government Affairs 4/11/2025 Upon Call of Chair	Amend, and do pass as amended	
SB370	Revises provisions relating to manufactured housing. (BDR 43-754)	Taylor	Transmitted to Assembly	Senate Committee on Commerce and Labor 4/7/2025 8:00 AM	Do pass	

SB391	Revises provisions relating to real property. (BDR 10-84)	Neal	Judiciary	Senate Committee on Judiciary 4/9/2025 1:00 PM	Amend, and do pass as amended	
SB410	Revises provisions relating to public employees. (BDR 23-562)	Committee on Health and Human Services	Health and Human Services	Senate Committee on Health and Human Services 4/10/2025 3:30 PM	Amend, and do pass as amended	
SB418	Revises provisions relating to the collection of delinquent contributions by the Public Employees' Retirement System. (BDR 23-601)	Committee on Finance	General File	Senate Committee on Government Affairs 4/11/2025 Upon Call of Chair	Do pass	
SB78*	Makes various changes relating to property. (BDR 10-623)	Senator Doñate; Assemblymembers González, Peters and Watts	Special Orders of the Day			
SB81*	Revises provisions governing regional planning. (BDR S-536)	Senator Daly	Special Orders of the Day			
SB275*	Revises provisions relating to manufactured home parks. (BDR 10-958)	Senators Daly, Doñate, Dondero Loop, Flores, Harris, Lange, Neal, Ohrenschall, Scheible and Spearman	Special Orders of the Day			
SB335*	Revises provisions regarding real property. (BDR 3-883)	Senator Ohrenschall	Special Orders of the Day			
SB395*	Revises provisions relating to real property. (BDR 10-288)	Senator Neal	Special Orders of the Day			
SB400*	Revises provisions relating to homelessness. (BDR 38-1027)	Senators Neal, Flores and Doñate; Assemblymember D'Silva	Special Orders of the Day			
BDR 133	Revises provisions relating to housing.	Assemblymember Monroe-Moreno	Withdrawn			
BDR 169	Revises provisions relating to real property.	Senator Harris	Submitted			

BDR 10-513	Revises provisions relating to housing.	Joint Interim Standing Committee on Commerce and Labor (NRS 218E.320)	Submitted				
BDR 738	Revises provisions relating to common-interest communities.	Assemblymember DeLong	Submitted				
Failed Deadline							
AB68	Revises provisions relating to housing. (BDR 10-478)	Committee on Commerce and Labor	Failed_Deadline:4/11/2025_RuleNo:14.3.1	Assembly Committee on Commerce and Labor 4/2/2025 5:00 PM	Mentioned not agendized		
AB51	Revises provisions relating to public records. (BDR 19-430)	Committee on Government Affairs	Failed_Deadline:4/11/2025_RuleNo:14.3.1	Senate Committee on Legislative Operations and Elections 2/6/2025 3:15 PM	Mentioned No Jurisdiction		
AB152	Revises provisions relating to public records. (BDR 19-209)	Gray	Failed_Deadline:4/11/2025_RuleNo:14.3.1	Assembly Committee on Government Affairs 3/18/2025 8:00 AM	Heard		
AB317	Provides for the establishment of a program by a county or city to provide certain housing facilities to assist persons experiencing homelessness. (BDR 20-863)	Karris	Failed_Deadline:4/11/2025_RuleNo:14.3.1				
AB324	Revises provisions governing housing. (BDR 10-1045)	Orentlicher	Failed_Deadline:4/11/2025_RuleNo:14.3.1				
AB341	Revises the Nevada Fair Housing Law. (BDR 10-460)	Committee on Health and Human Services	Failed_Deadline:4/11/2025_RuleNo:14.3.1	Assembly Committee on Commerce and Labor 3/12/2025 1:30 PM	Not heard		
AB443	Revises provisions relating to real property. (BDR 20-1052)	Gallant	Failed_Deadline:4/11/2025_RuleNo:14.3.1				
AB447	Provides for a partial abatement of the property taxes levied on certain residential rental dwellings. (BDR 32-1079)	Hardy and Nguyen	Failed_Deadline:4/11/2025_RuleNo:14.3.1				

SB2	Revises provisions relating to collective bargaining. (BDR 23-417)	Committee on Government Affairs	Failed_Deadline:4/11/2025_RuleNo:14.3.1				
SB51	Provides for reimbursement of cities and counties for reductions or subsidies of certain fees for affordable housing projects. (BDR 25-438)	Committee on Government Affairs	Failed_Deadline:4/11/2025_RuleNo:14.3.1	Senate Committee on Government Affairs 3/17/2025 3:30 PM	Heard, No Action		
SB107	Revises provisions relating to housing. (BDR 18-83)	Neal	Failed_Deadline:4/11/2025_RuleNo:14.3.1				
SB123	Prohibits local governments from enacting rent control. (BDR 20-723)	Ellison	Failed_Deadline:4/11/2025_RuleNo:14.3.1				
SB151	Revises provisions relating to manufactured home parks. (BDR 10-755)	Taylor	Failed_Deadline:4/11/2025_RuleNo:14.3.1				
SB222	Revises provisions relating to common-interest communities. (BDR 10-640)	Buck	Failed_Deadline:4/11/2025_RuleNo:14.3.1				
SB261	Revises provisions relating to housing. (BDR 3-581)	Senators Doñate, Krasner, Stone, Hansen, Daly and Nguyen; Assemblymember Gallant	Failed_Deadline:4/11/2025_RuleNo:14.3.1				
SB289	Revises provisions relating to local governments. (BDR 20-969)	Committee on Government Affairs	Failed_Deadline:4/11/2025_RuleNo:14.3.1	Senate Committee on Government Affairs 4/9/2025 3:30 PM	Not Heard		
SB339	Revises provisions relating to common-interest communities. (BDR 10-639)	Buck	Failed_Deadline:4/11/2025_RuleNo:14.3.1				
SB401	Revises provisions relating to certain redevelopment plans. (BDR 22-331)	Flores	Failed_Deadline:4/11/2025_RuleNo:14.3.1				

SB430	Revises provisions relating to taxation. (BDR 32-693)	Committee on Revenue and Economic Development	Failed_Deadline:4/11/2025_RuleNo:14.3.1	Senate Committee on Revenue and Economic Development 4/8/2025 1:00 PM	Not Heard	
SB436	Revises provisions relating to landlords and tenants. (BDR 10-514)	Committee on Commerce and Labor	Failed_Deadline:4/11/2025_RuleNo:14.3.1			

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 4

April 22, 2025

SUBJECT: Consent Agenda. (All consent items may be approved together with a single motion, be taken out of order, and/or be heard and discussed individually. Items will be removed and considered separately at the request of the public or Board member.) (For Possible Action)

- Discussion and possible approval of RHA rents and rent analysis of its community benefit housing properties managed by CloudTen including Ala Moana, Sarrazin Arms, Colonial Court, Prater Way, and Idlewild Townhomes.

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

In May of 2023, the RHA Board of Commissioners approved an Annual Rent Setting Policy to be used at all properties owned by RHA that do not have rent restrictions based on Federal, State, or other local regulations (Community Benefit Properties). The policy states that staff will implement an annual rent increase schedule over 4 years, which will achieve rents on all Community Benefit units at 80% of market rent (RHA Rent), by the end of FY27.

Since its adoption, RHA staff and RHA’s third-party property management company have been implementing the policy. The table below reflects the rents at adoption of the policy as well as rents by fiscal year.

Complex	Average Rent at Policy Adoption	FY24 RHA Rents	FY25 RHA Rents	FY26 RHA Rents
Ala Moana 1-bdrm	\$765.00	\$950.00	\$981.00	\$1,040.00
Ala Moana 2-bdrm	\$862.00	\$1,080.00	\$1,177.00	\$1,200.00
Colonial Court 1-bdrm	\$692.00	\$972.00	\$917.00	\$917.00
Colonial Court 2-bdrm	\$805.00	\$1,048.00	\$1,108.00	\$1,086.00
Idlewild Townhomes 2-bdrm	\$914.00	\$1,354.00	\$1,191.00	\$1,360.00
Prater Way Apartments 1-bdrm	\$830.00	\$872.00	\$1,030.00	\$1,040.00
Prater Way Apartments 2-bdrm	\$894.00	\$1,108.00	\$1,179.00	\$1,196.00
Sarrazin Arms - Studio	\$718.00	\$840.00	\$879.00	\$868.00

For all new leases, rents are set at the current fiscal year RHA Rent. Since policy adoption, existing tenants have received annual rent increases, with no increase exceeding \$100, with the goal of achieving full policy rents by June 2027.

The table below reflects the number of units, by complex, currently leased at RHA Rent. RHA’s third-party property management company expects 95% of rents collected by the end of fiscal year 2026 to be based on RHA Rents.

Complex	# of Units	# of Residents at RHA Rent	% of Units at RHA Rent	% Progress to RHA Rent Based on Overall Rental Income
Ala Moana	156	21	13%	83%
Colonial Court	12	1	8%	87%
Idlewild Townhomes	34	11	32%	88%
Prater Way Apartments	16	7	44%	92%
Sarrazin Arms	58	32	55%	88%

** Colonial Court sees very little turnover and will take the full 4 years to reach full implementation*

As a result of the implementation of the Annual Rent Setting Policy, RHA has experienced an average increase in cash flow at these properties of 19% between fiscal year 2023 and 2025.

Staff Recommendation and Motion:

Staff recommends the Board motion to approve the report as presented.

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 5

April 22, 2025

SUBJECT: Commissioner Reports (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 6

April 22, 2025

SUBJECT: Executive Director/Secretary's Report. (Discussion)

FROM: Executive Director

RECOMMENDATION: Discussion

A. Update on Agency Activities

- RHA welcomes its newest commissioner, Councilman Miguel Martinez. Mayor Schieve appointed Commissioner Martinez as her replacement during the City of Reno's April 9th council meeting.
- The Board's annual ethics training has been moved to June. Due to the ongoing legislative session, staff from the Nevada Commission on Ethics is unavailable until that time.
- The Nevada Housing Coalition is hosting Affordable Housing Day at the legislature on May 5th from 11 am to 4 pm. Activities include presentations on affordable housing, meetings with legislators, and networking. Staff from RHA will participate. If board members are interested in participating, please email Colleen Montgomery-Beltran and she can assist with registration.
- The Sparks City Council unanimously approved selecting RHA as the developer for its I Street property at its April 14th meeting. Next steps include drafting a Disposition and Development Agreement to further outline the terms of development. Staff will begin working with City of Sparks staff on this item.
- RHA was awarded 52 new VASH vouchers that will support housing for veterans who are currently homeless or at-risk of homelessness. HUD had initially denied RHA's request for vouchers and RHA's Director of Rental Assistance, Jamie Newfelt, appealed their decision and, in partnership with our local VA, was able to get HUD to reverse their decision. Based on the current average rental subsidy, this brings approximately \$560,000 in subsidy to our community.
- RHA received official notice from the Nevada Housing Division that RHA, in partnership with Volunteers of America, is receiving a 5-year grant for \$1.8M total for supportive services at our upcoming Carville Court supportive housing development. As previously mentioned, RHA was one of only five awards in the State. These monies will be combined with other grant funds RHA was previously awarded to support VOA case management and other wrap-around services for future residents. I want to recognize Hettie Read, one of our senior project managers in development, who took lead in writing this grant application for her work.
- Public housing, project-based voucher, Silverada Manor, and Pilgrim's Rest Senior waitlists will close on April 25th. Interested community members can apply online at www.renoha.org or contact RHA's office for information.
- The Silverada Manor community room has to be redesigned based on an issue with part of the existing roof. The new design is currently underway and will result in repurposing a portion of

the indoor space (approximately 575 square feet) into a courtyard. The new design will still include a community kitchen, pantry, office and gathering space, and other amenities.

- HUD has indicated that funding for its Emergency Housing Voucher (EHV) will end in FY2026. We are awaiting further guidance from HUD regarding options for continuing assistance. RHA staff is prepared to absorb the vouchers if permitted by HUD which would slow new voucher issuance.
- Eddy House has submitted a request to increase the number of emergency shelter bed nights supported by RHA from 40 to 80 beds. Eddy House has seen rapid growth and is expanding the ways they are serving homeless youth. This activity is under our MTW Plan and allows RHA to continue to partner in serving a population typically not served in RHA's traditional programs. This funding is available through RHA's flexibility and is reflected in the FY2026 budget.
- Paws4Love, a local nonprofit, brought their therapy dogs to RHA during staffs' April 16th lunchbreak. This provided a fun wellness break for staff that wanted to participate, and overall feedback was very positive. RHA appreciated Paws4Love working with us.

B. Rental Assistance Voucher Programs/Asset Management

Rental Assistance

Voucher Type	Total Voucher Baseline	Vouchers Leased as of 4/14/25	Percent Leased	Vouchers Issued Not Yet Leased
Housing Choice Voucher	2,638	2,348	89%	53
VASH	446	395	89%	35
VASH – pending PBV awards	95	0	0%	0
EHV	109	107	98%	2
FYI	15	13	87%	1

Number HQS Inspections Conducted	Mar 2025	245
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City of Sparks Eviction Prevention Program

Total Funding Awarded	Total Assistance Approved as of 4/14/25	Number of Households Approved as of 4/14/25	Percent Funding Spent
\$1,455,000	\$1,248,311	265	91%

Homeless Prevention Program

Total Funding Awarded	Total Assistance Approved as of 4/14/25	Number of Households Approved as of 4/14/25	Percent Funding Spent
\$155,027.87	\$0	0	0%

Housing Choice Vouchers (HCV)

Description: Vouchers used by clients to lease a unit in Washoe County of their choosing. Applicants are pulled from the RHA HCV Waitlist. These vouchers also include Project Based Vouchers. The RHA has chosen to project-base 131 of our HCV's to assist special populations obtain housing. Of the total 143 PBV units, 82 are assigned to RHA-owned properties.

Lease-Up Expectations: Although our total voucher allocation is 2703 (increased from 2554 due to the Silverada RAD conversion), HUD has set the agency's leasing expectation at 2638 (a.k.a. RHA's MTW Baseline), which is the maximum leasing expectation set by HUD when RHA signed its MTW Contract. Funds provided by HUD to support the HCV program are also used to support the agency's MTW activities and therefore full lease up of all 2703 vouchers is not expected or suggested by HUD.

Veteran's Affairs Supporting Housing Vouchers (VASH)

Description: Vouchers allocated by HUD with an ongoing partnership with the VA to serve homeless veterans. The VA provides case management services to participants. The VA makes direct referrals to RHA of eligible clients and the RHA provides a VASH voucher. Currently, RHA has project-based 138 of these vouchers.

Emergency Housing Vouchers (EHV)

Description: Vouchers allocated by HUD for the specific purpose of assisting homeless individuals or families or those at risk of homelessness in obtaining housing. RHA is partnering with five local agencies (Catholic Charities, Health Plan of Nevada, Washoe County Human Services-Our Place, Washoe County Housing and Homeless Services-Cares Campus, and Volunteers of America) that have experience providing services to this population. Direct referrals for the program must come from the regional Continuum of Care (CoC) coordinated entry system through the partner agency.

Lease-Up Expectations: HUD allows RHA to cumulatively lease to the 137 vouchers that were originally allocated. 28 vouchers were previously leased and moved off and have been removed from the baseline, leaving 109 vouchers available.

Foster Youth to Independence Vouchers (FYI)

Description: Voucher allocated by HUD for the specific purpose of assisting foster youth aging out of the foster care system. RHA is partnering with Washoe County Human Services and Eddy House to provide direct referrals and case management to clients.

Asset Management

- Maintenance has been busy working on screen door removal at all complexes. Once all screen doors are removed, maintenance will then go back and make necessary repairs to the door jambs in accordance with NSPIRE protocols. We anticipate this project will continue through

May 2025. As a result of new OSHA and NRS regulations surrounding heat related illnesses, the maintenance team and HR worked on updating the safety plan and drafting procedures for tasks that are completed in inclement weather situations. The Maintenance team also attended the Heat Related Illness training provided by SCATS during the month of March.

- Management has been busy with completing the Yorkshire Terrace Nevada Housing Division audit, which passed with no findings. Management has also been working with residents on how to set up and navigate the Rent Café portal. Since going live in February, 221 public housing households have registered to use Rent Café which is 55% of the entire portfolio. The next step is to increase the number of residents making payments online versus turning in checks or money orders. At the end of March, 83 residents have made payments using Rent Café which is 16% of the portfolio. Management will continue to provide training and assistance to residents for verifying their bank account as that seems to be the challenge most resident face when attempting to make their payment online.
- Public Housing ended the month of March with 56 vacancies for an overall occupancy rate of 88.78% across all sites. Out of the 56 vacancies that remain, 24 of them are being used by residents of Stead, McGraw, and Silver Sage who have been temporarily relocated while rehabilitation is being completed in their units. Many of the other vacant units are within the properties that are undergoing rehabilitation where we will not lease them back up until construction is completed.

C. Update on Resident Services

Senior Services

Golden Groceries Food Pantry at Tom Sawyer:

Held on March 6th and March 20th, serving 32 and 44 clients, respectively.

Workshops and Events:

- **Soup in a Jar Workshop** by Reno Food Systems at Tom Sawyer – March 11th & 25th.
- **St. Patrick's Day Lunch and Functional Food Workshop** – March 17th, attended by 23 residents.
- **Protecting Against Identity Theft** workshop by Great Basin FCU at Tom Sawyer – March 21st.
- **Blood Pressure Checks** by Sanford Center for Aging at Willie J. Wynn – March 18th.
- **The Young at Heart Dance Class** continues every Tuesday at Willie J. Wynn, averaging 5-7 participants per week.

Resident Council Activities

- **Silverada Resident Council** hosted a St. Patrick's Day Event for residents, which included themed treats and community engagement.

- **Essex and Stead councils** are currently planning Easter events for April, focused on family-friendly activities and community celebration.
- **Myra Birch Resident Council** is planning a Mother's Day event for May to honor and celebrate the mothers in the community.
- **Mineral Manor** is in the early stages of planning a Spring event for May, aiming to bring residents together and promote community spirit.
- Staff supported ongoing event planning and administrative needs.

Workforce Development & Family Self-Sufficiency (FSS) Program

Workshops and Events:

- **Employ NV Introduction Workshop** on March 5th – 17 participants
- Planning is underway for the upcoming **Homebuyer Seminar** in May 2025 in partnership with Security National Mortgage, who pledged \$500 to support catering costs.
- Hosted the **Join Together Northern Nevada (JTNN) Town Hall Meeting** at RHA to discuss the impact of methamphetamine and psychostimulants on individuals and the broader community.
- Held a **NET/PCC Meeting**, a quarterly gathering combining the Network of Employment and Training and RHA's Program Coordinating Committee. This collaborative space connects service providers, community partners, and employers to share resources and improve economic opportunities for FSS participants

Youth Programs

Workshops and Events:

- **Bike Camp** was held March 24th–28th with 10 youth participants.
- **Start Smart Workshop: Bite of Reality** – Held in partnership with Greater Nevada Credit Union, this interactive workshop taught youth financial responsibility by simulating real-world budgeting, spending, and financial decision-making experiences.
- RHA is promoting youth participation in the **"What Home Means to Me" Poster Contest** hosted by the National Association of Housing and Redevelopment Officials (NAHRO). This national art contest encourages youth to creatively express what "home" means to them. Winning posters may be featured in NAHRO's annual calendar and receive additional recognition.
- **Summer Camp Enrollment** began March 17th and will continue through April 11th.
- **First Tee** program was originally scheduled to begin in March but was rescheduled to April due to inclement weather.

Community Engagement

- Attended the Washoe County Children's Mental Health Consortium meeting and has continued outreach with four families regarding Start Smart opportunities.
- Planning is underway for the **REMSA Health and Safety Seats Program**, scheduled for April 19th at the Essex property. This event will focus on child passenger safety education and outreach in partnership with REMSA.
- Senior staff attended the **Senior Coalition** to stay connected with regional partners and updates on aging services.
- Staff also participated in the **City of Reno Senior Fair**, promoting RHA programming and connecting with seniors in the broader community.

D. Update on Government & Public Affairs Activities

- Dr. Hilary Lopez was interviewed on March 26 by KTVN regarding affordable housing in the Truckee Meadows.
- KRNV continues to remind viewers that RHA's waitlists are open through April 25, using the RHA's original media release.
- Attended Paradise Park public workshop regarding future park plans.
- Dr. Lopez and Deputy Executive Director Heidi McKendree met with Superintendent Ernst.
- Planning the former Hawk View groundbreaking taking place on May 15.

E. Update on Development Department Activities

Silverada Manor

- Phase 1 construction is 50% complete.
- Sitework outside of Phase 1 will begin in late April.
- Still tracking potential delays to electrical switch gear, which could push Phase 1 construction completion to September.

Hawk View

- Demolition of site was completed ahead of schedule in early April.
- Groundbreaking ceremony scheduled for May 15th.
- Construction scheduled to begin in May.

Stead Manor

- Phase 1 construction is 80% complete and set to be fully complete by early June.
- Residents in Phases 1 and 2 will receive relocation notices in early May.

McGraw Court/Silver Sage Court

- Phase 2 construction is 50% complete and on schedule to be fully complete by mid-June. Silver Sage will be completely rehabbed at the end of Phase 2.
- Residents in Phases 2 and 3 will receive relocation notices in early May.

Carville Court

- The Regional Planning Governing Board ratified the property's Master Plan amendment and upzoning request at the end of March.
- H+K Architects and JKAE submitted A&E Services proposals for this project. H+K was selected by Executive Director and the contract has been brought for board approval at the April meeting.
- RHA received 8 statements of qualifications in response to the Request for Qualifications (RFQ) for a CMAR. A 3-person evaluation committee completed the first round of evaluations and created a shortlist of 5 firms that will move onto interviews in the second round. Interviews will occur May 5-9.

Essex Manor

- Development Department received an A&E Services proposal for the community building rehab from JKAE in early April. Staff will complete review and bring for board approval at the May board meeting.

Capital Fund

- Mineral Manor ADA Lobby door project is completed and closed out.

Reno Avenue

- RHA received and executed a proposal for entitlement services with Wood Rodgers related to the alleyway abandonment need for the project. Will begin this process in late April.

2026 I Street

- Sparks City Council unanimously selected the conceptual development proposal submitted by RHA for I Street on April 14th. RHA will now negotiate a development agreement with the City of Sparks. The agreement will need RHA board approval as well as approval by Sparks City Council.

F. Update on Information Technology Activities

Projects

Yardi Implementation:

- Final Go Live tasks for Rent Café are on track.

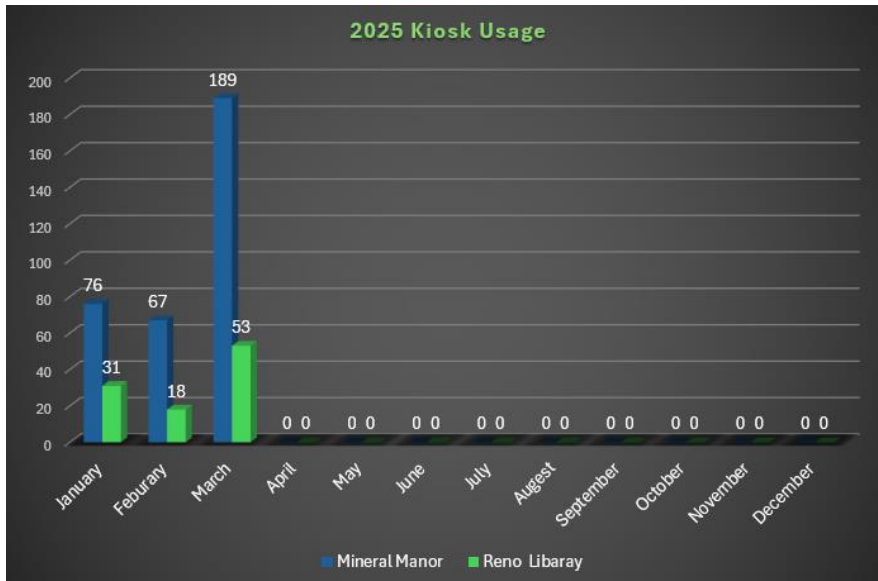
Other information/initiatives:

- The laptop replacement project is progressing and is about 83% complete.

Cybersecurity

- IT has completed in-person cybersecurity awareness training for the following departments Admissions, Asset Management, Development, Rental Assistance and Resident Services.
- On going - Proactively enhancing RHA's cybersecurity posture to effectively counter current cyber threats and develop robust mitigation strategies.

Kiosk Sessions by Month



G. Update on MTW Activities

FY 2026 Annual MTW Plan

- The FY 2026 Annual MTW Plan was submitted to HUD for review and comment on March 31, 2025.

FY 2024 Annual MTW Report

- On March 31, 2025, RHA received notice that the FY 2024 Annual MTW Report was reviewed and accepted by HUD.

Needs Assessment Survey

- RHA's MTW Policy & Planning Analyst has begun to compile and analyze the responses received from this year's needs assessment survey. Approximately 167 responses were received from RHA's Public Housing and Rental Assistance families. Staff anticipates the data collected from this survey will provide us with a better understanding of the current needs of our residents and assist us in identifying gaps in programming that may fill some of those needs. The survey also allowed residents to provide feedback on RHA's programs and suggest programs they would like to see in the future. Data from this survey may also provide us with some baseline data to pursue future grant opportunities.

FY 2025 Annual Report / MTW Initiatives Focus Groups

- Preparation for RHA's Annual MTW Report to HUD has begun. Initial steps include several data pulls on current activities as well as disseminating surveys to Mobility Demonstration participants for analysis by the University of Washington. The data presented in this year's report will be different as HUD has retired the use of their standard metrics. As with all 39 initial MTW agencies, RHA now has broad discretion in determining what should be reported on and how we report on each of the agency's implemented initiatives. With this change from HUD, staff can focus on what data is relevant to the agency and how that data is presented to residents and stakeholders.
- Previously, RHA's Annual MTW Report provided a lot of number driven data, but the overall human element of our activities has been minimal. To better understand the impact of RHA's MTW initiatives on the households we serve, RHA's MTW team is developing new ways to gather information directly from the residents themselves. In addition to conducting focus groups on a specific MTW initiative, staff will also conduct one on one interviews to accurately report on the "people" piece of our activities while allowing our clients to discuss changes that could be made to make the initiatives more successful.

2025 MTW Conference

- RHA's MTW Initiatives & Housing Policy Manager is a member of the planning committee for this year's MTW Conference. In addition to securing speakers for the "Maximizing Non-HUD Funds in Affordable Housing Development" session to be moderated by RHA's Director of Development, RHA's MTW Initiative & Housing Policy Manager will participate as a panelist for the "Navigating the New Era of MTW Reporting: Strategies and Solutions" session. The MTW Conference, held annually in Washington DC, brings 138 MTW agencies, researchers, and HUD officials together to network and learn from each other. With over 400 registered attendees, this year's conference will be held April 30 – May 2, 2025.

H. Update on Legal Inquiries

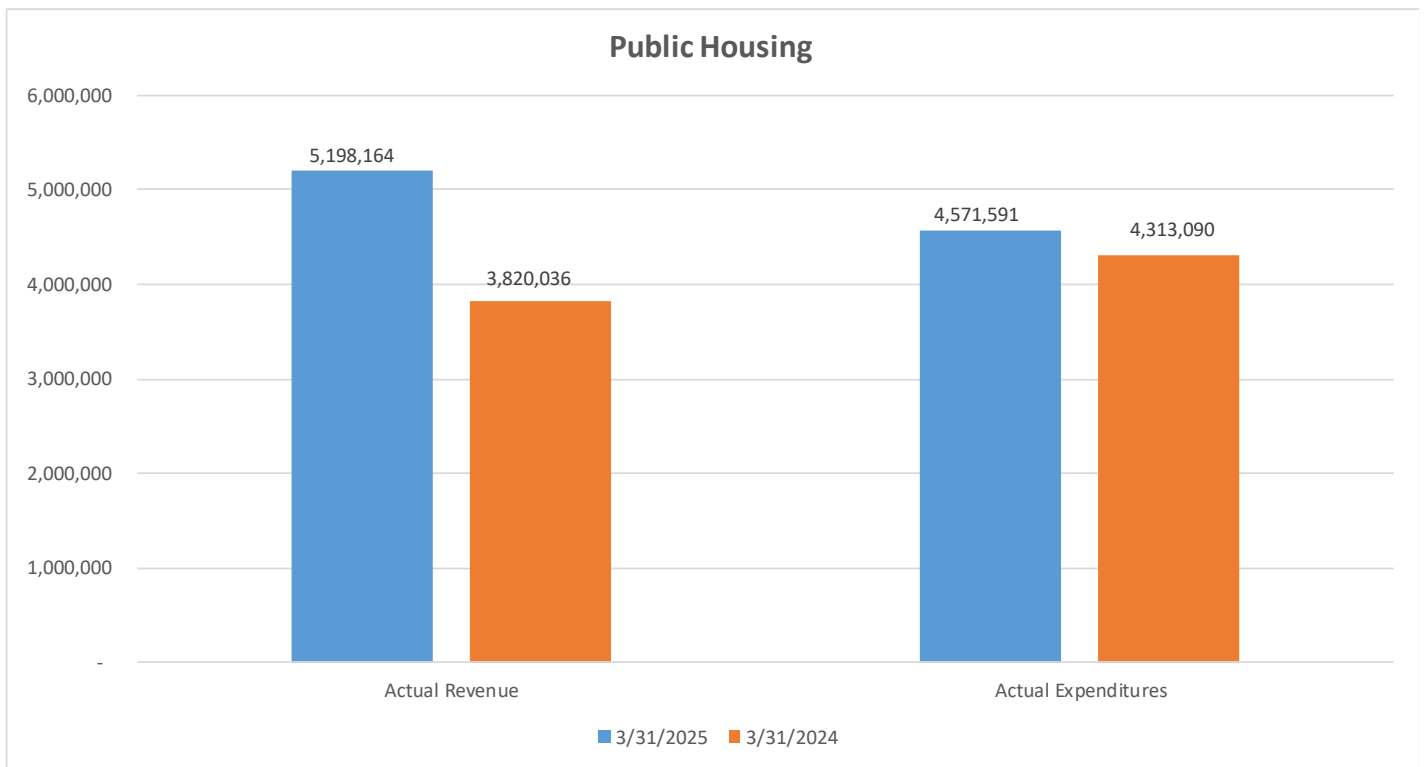
No legal updates.

I. Financials

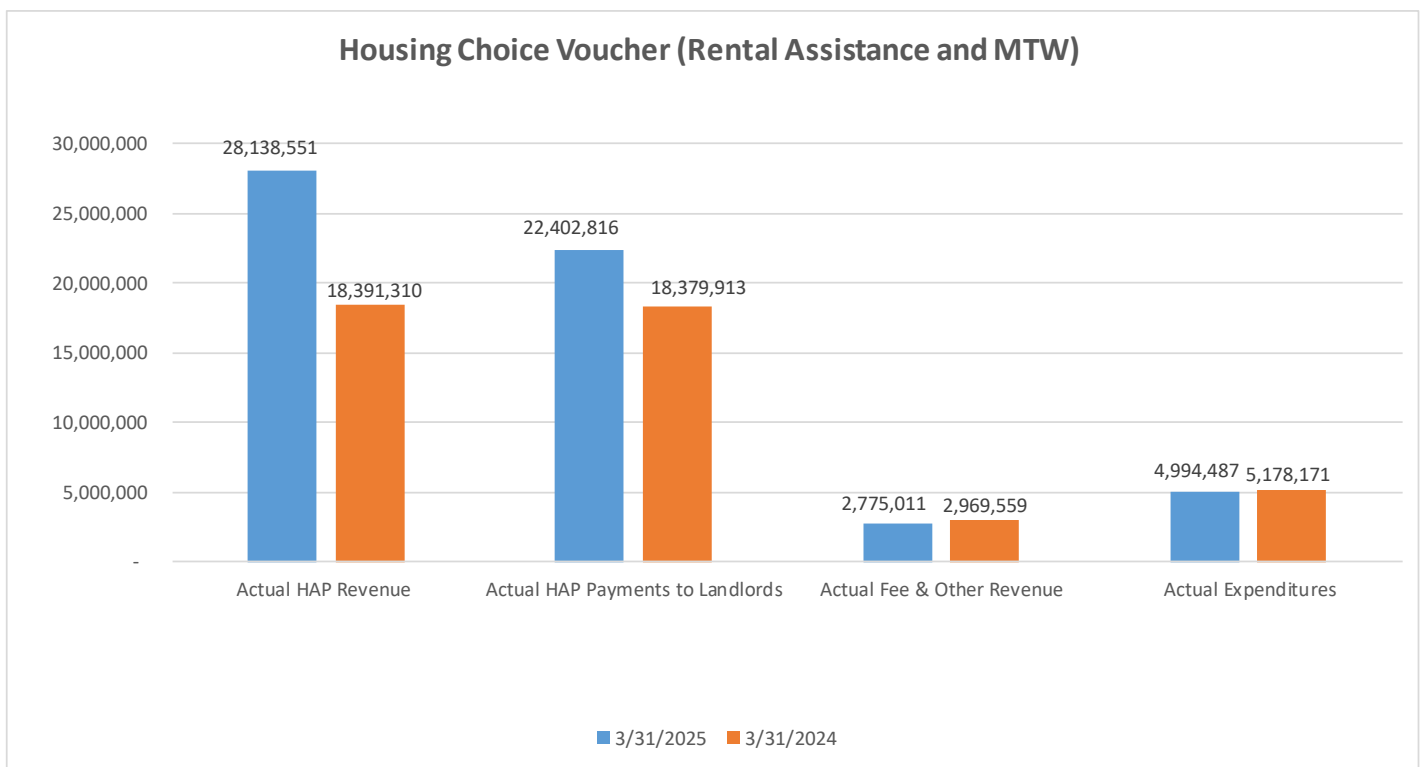
See attached graphics on the following pages.

**ENTITY-WIDE FINANCIAL REPORT
FOR THE 9 MONTHS ENDED MARCH 31, 2025**

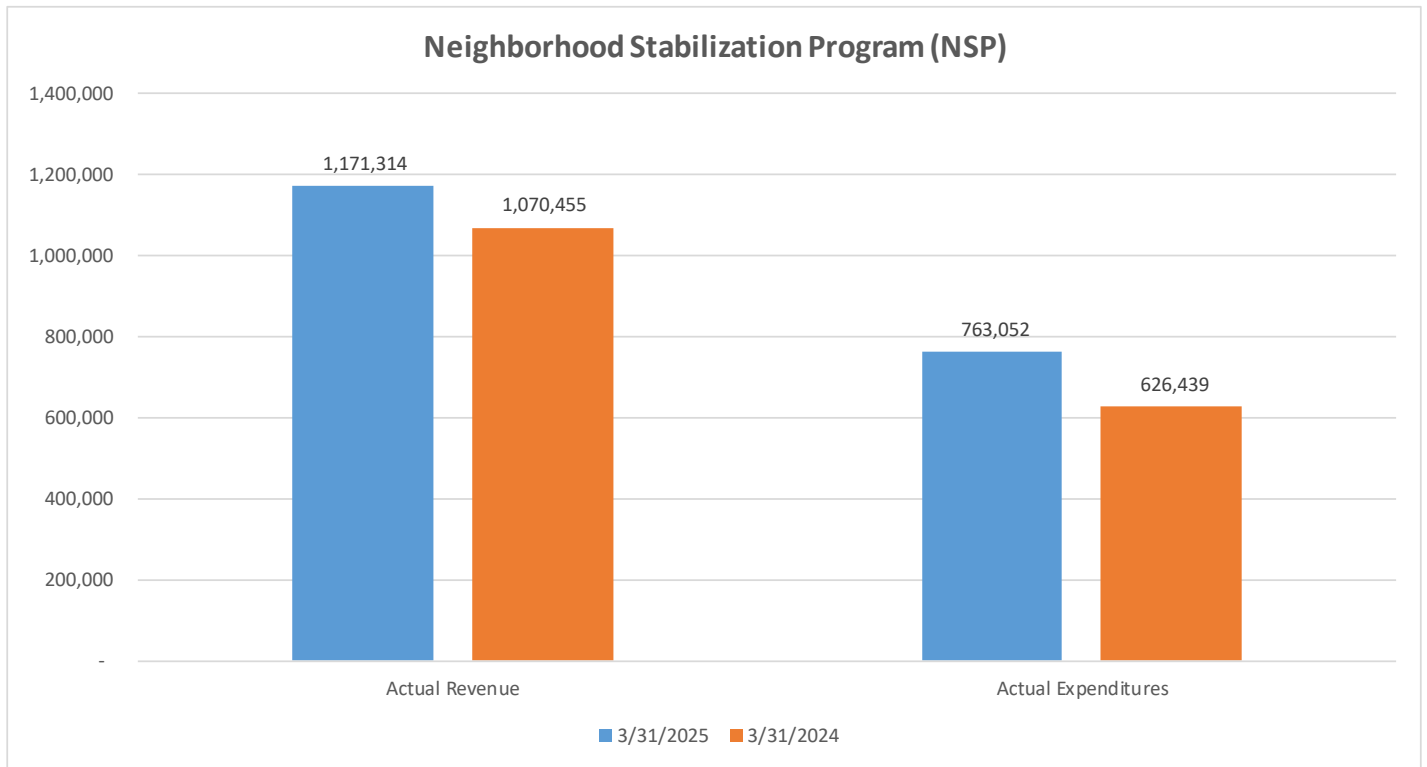
Public Housing	3/31/2025	3/31/2024	Variance	Variance Percentage
Actual Revenue	5,198,164	3,820,036	1,378,128	36.08%
Budgeted Revenue	3,572,339	3,963,284	(390,945)	-9.86%
Actual Expenditures	4,571,591	4,313,090	258,500	5.99%
Budgeted Expenditures	3,880,955	4,959,445	(1,078,490)	-21.75%
Actual Surplus (deficit)	626,573	(493,054)	1,119,627	-227.08%



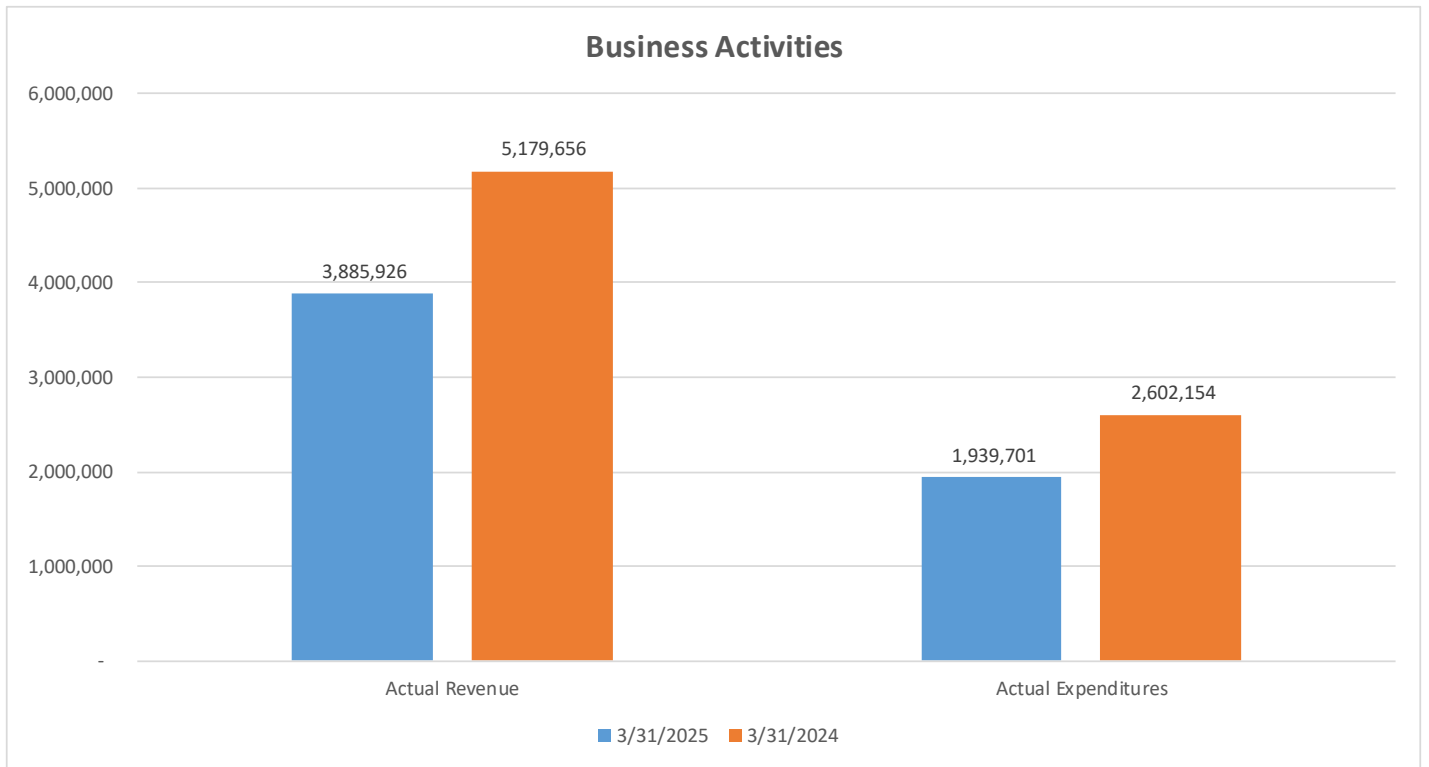
Housing Choice Voucher (Rental Assistance and MTW)	3/31/2025	3/31/2024	Variance	Variance Percentage
Actual HAP Revenue	28,138,551	18,391,310	9,747,241	53.00%
Budgeted HAP Revenue	21,204,495	20,962,625	241,870	1.15%
Actual HAP Payments to Landlords	22,402,816	18,379,913	4,022,903	21.89%
Budgeted HAP Payments to Landlords	19,141,974	18,521,962	620,012	3.35%
<i>HAP Surplus (Deficit)</i>	<i>5,735,735</i>	<i>11,397</i>	5,724,338	0.00%
Actual Fee & Other Revenue	2,775,011	2,969,559	(194,548)	-6.55%
Budgeted Fee & Other Revenue	3,015,351	2,251,337	764,014	33.94%
Actual Expenditures	4,994,487	5,178,171	(183,684)	-3.55%
Budgeted Expenditures	5,082,228	3,921,498	1,160,730	29.60%
<i>Unrestricted Profit (Loss)</i>	<i>(2,219,476)</i>	<i>(2,208,612)</i>	(10,864)	0.49%
Actual Surplus (deficit)	3,516,259	(2,197,215)	5,713,474	-260.03%



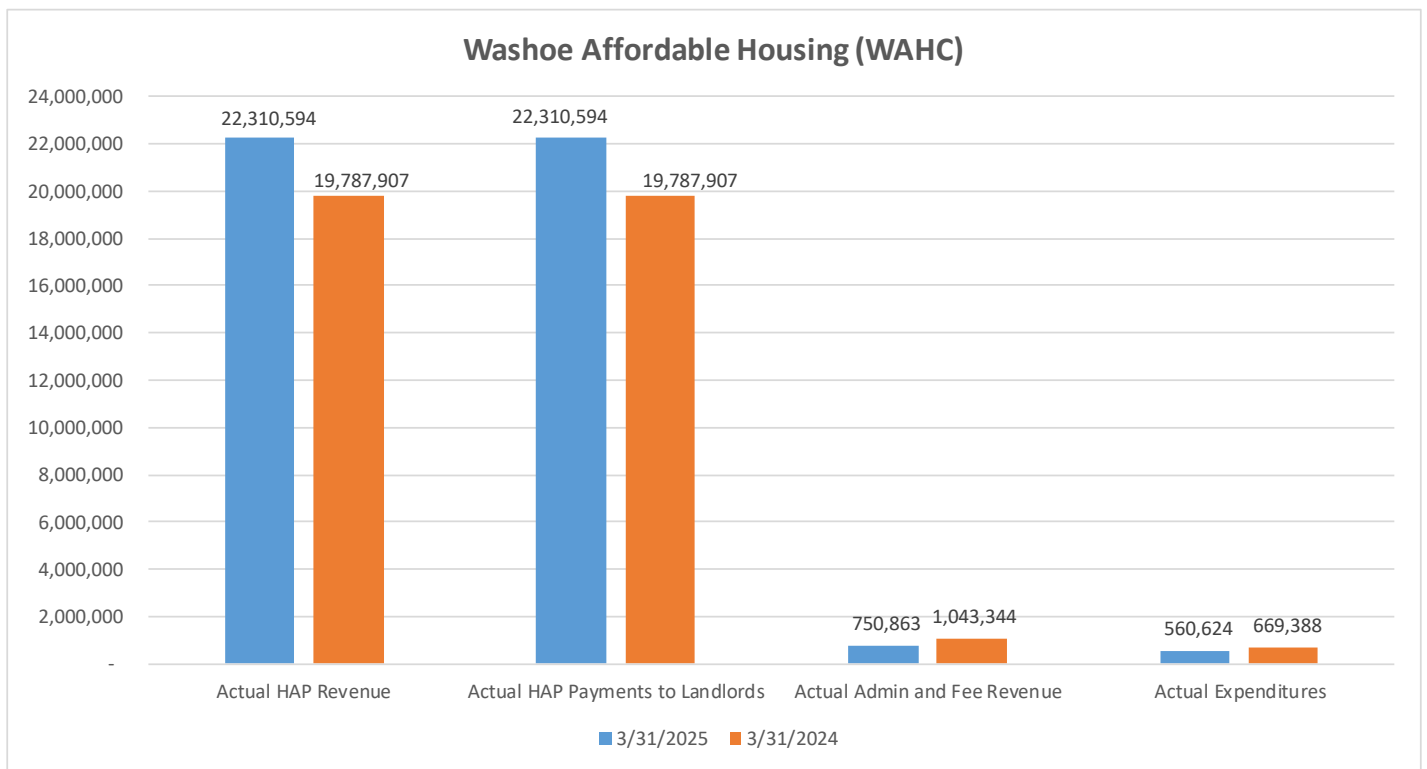
Neighborhood Stabilization Program (NSP)	3/31/2025	3/31/2024	Variance	Variance Percentage
Actual Revenue	1,171,314	1,070,455	100,858	9.42%
Budgeted Revenue	1,092,357	1,059,066	33,291	3.14%
Actual Expenditures	763,052	626,439	136,614	21.81%
Budgeted Expenditures	735,831	629,990	105,841	16.80%
Actual Restricted Surplus (deficit)	408,262	444,017	(35,755)	-8.05%



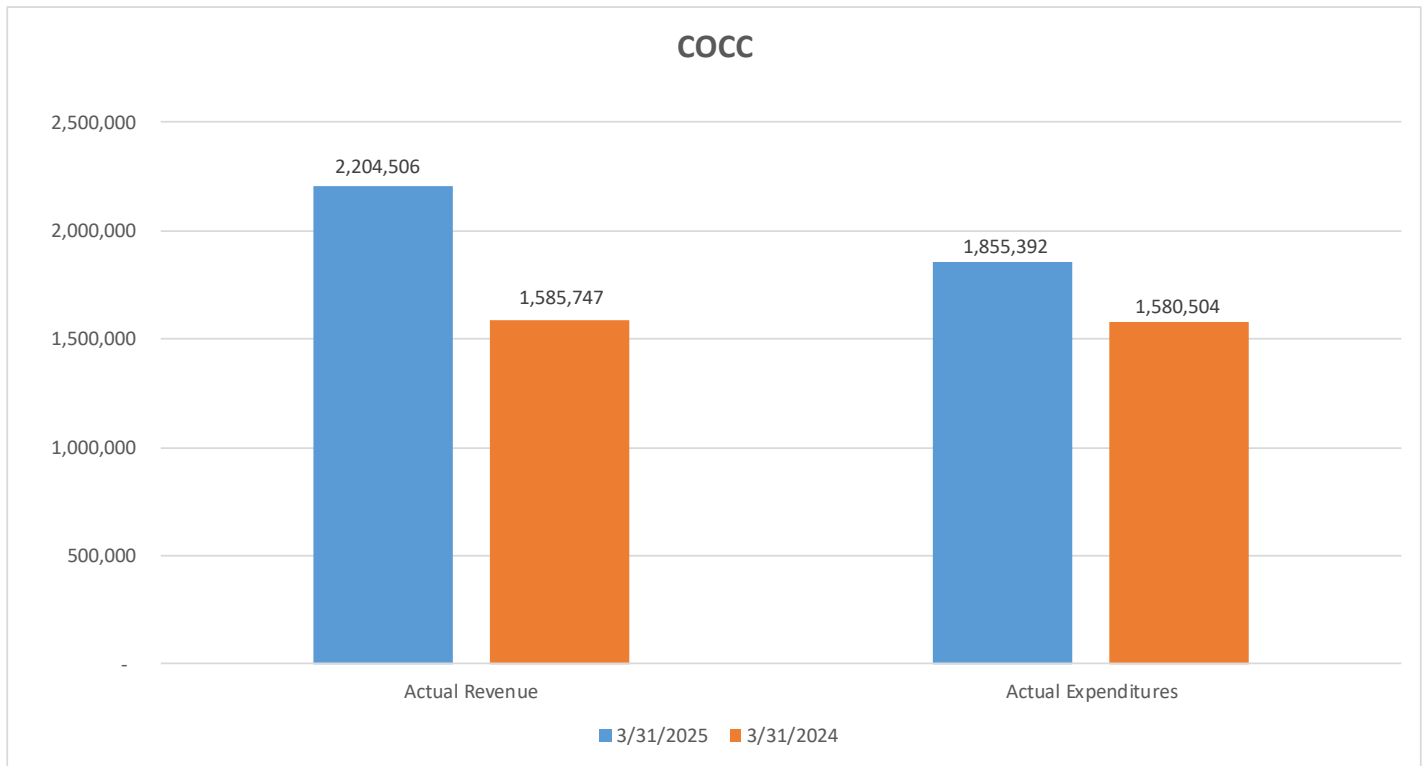
Business Activities	3/31/2025	3/31/2024	Variance	Variance Percentage
Actual Revenue	3,885,926	5,179,656	(1,293,730)	-24.98%
Budgeted Revenue	3,287,310	2,974,446	312,864	10.52%
Actual Expenditures	1,939,701	2,602,154	(662,453)	-25.46%
Budgeted Expenditures	1,728,380	1,269,810	458,570	36.11%
Actual Unrestricted Surplus (deficit)	1,946,225	2,577,502	(631,277)	-24.49%



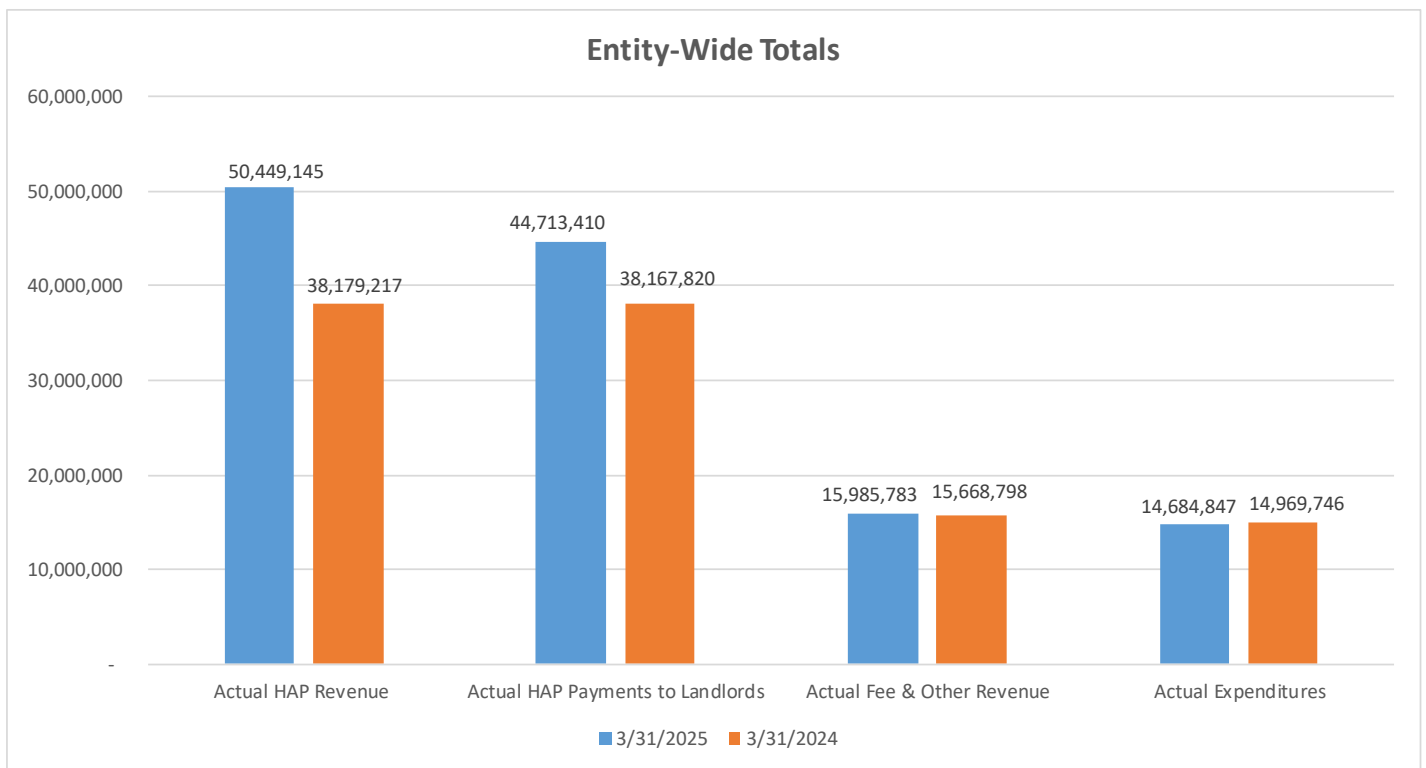
Washoe Affordable Housing (WAHC)	3/31/2025	3/31/2024	Variance	Variance Percentage
Actual HAP Revenue	22,310,594	19,787,907	2,522,687	12.75%
Budgeted HAP Revenue	19,753,955	20,111,916	(357,961)	-1.78%
Actual HAP Payments to Landlords	22,310,594	19,787,907	2,522,687	12.75%
Budgeted HAP Payments to Landlords	19,753,955	20,111,916	(357,961)	-1.78%
<i>HAP Surplus (Deficit)</i>	-	-	-	0.00%
Actual Admin and Fee Revenue	750,863	1,043,344	(292,481)	-28.03%
Budgeted Admin and Fee Revenue	911,601	773,408	138,192	17.87%
Actual Expenditures	560,624	669,388	(108,764)	-16.25%
Budgeted Expenditures	695,733	594,290	101,443	17.07%
<i>Unrestricted Profit (Loss)</i>	<i>190,239</i>	<i>373,956</i>	<i>(183,717)</i>	<i>-49.13%</i>
Actual Surplus (deficit)	190,239	373,956	(183,717)	-49.13%



COCC	3/31/2025	3/31/2024	Variance	Variance Percentage
Actual Revenue	2,204,506	1,585,747	618,758	39.02%
Budgeted Revenue	2,089,269	1,640,924	448,345	27.32%
Actual Expenditures	1,855,392	1,580,504	274,888	17.39%
Budgeted Expenditures	2,682,882	2,330,500	352,382	15.12%
Actual Unrestricted Surplus (deficit)	349,114	5,243	343,871	6558.83%



Entity-Wide Totals	3/31/2025	3/31/2024	Variance	Variance Percentage
Actual HAP Revenue	50,449,145	38,179,217	12,269,928	32.14%
Budgeted HAP Revenue	40,958,450	41,074,541	(116,091)	-0.28%
Actual HAP Payments to Landlords	44,713,410	38,167,820	6,545,590	17.15%
Budgeted HAP Payments to Landlords	38,895,929	38,633,878	262,051	0.68%
<i>HAP Surplus (Deficit)</i>	<i>5,735,735</i>	<i>11,397</i>	<i>5,724,338</i>	<i>50227.50%</i>
Actual Fee & Other Revenue	15,985,783	15,668,798	316,986	2.02%
Budgeted Fee & Other Revenue	13,968,227	12,662,466	1,305,761	10.31%
Actual Expenditures	14,684,847	14,969,746	(284,900)	-1.90%
Budgeted Expenditures	14,806,009	13,705,532	1,100,477	8.03%
<i>Unrestricted Profit (Loss)</i>	<i>1,300,937</i>	<i>699,051</i>	<i>601,885</i>	<i>86.10%</i>
Actual Surplus (deficit)	7,036,671	710,448	6,326,223	890.46%



RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 7

April 22, 2025

SUBJECT: Discussion and possible action on the Performance Evaluation of Dr. Hilary Lopez, RHA Executive Director, to consider her job performance, professional competence, character, and any alleged misconduct within the context of her performance. Discussion and possible action may include approval of an evaluation rating as well as any recommendation on the compensation, bonus, and consideration provided to Dr. Lopez, which may have a fiscal impact, and which will be subject to her acceptance or rejection of the same. (For Possible Action)

FROM: RHA Counsel

RECOMMENDATION: For Possible Action

Background:

The Executive Director's Employment Agreement provides for an annual review of her performance. Per the Agreement, the Executive Director's annual evaluation shall be based upon her job performance meeting the priorities and expectations (or goals) adopted at the prior year's annual retreat. Based upon the board's evaluation, RHA may provide the Executive Director with merit (or bonus) pay up to \$25,000 and/or, at the Board's discretion, increase her base salary.

Attached is a summary of calendar year 2024 RHA accomplishments prepared by the Executive Director for review.

Staff Recommendation and Motion:

The Board of Commissioners may motion to provide an evaluation rating and/or a recommendation on the compensation, bonus, and consideration provided to Dr. Lopez.

2024 Board Goals and Accomplishments



Dr. Hilary Lopez, Executive Director

Goal #1: Increase the amount of affordable housing provided by RHA



Dick Scott Manor

Completed construction and leasing on 12 new units of housing for at-risk and homeless veterans

Partnered with various local non-profits and Channel 2 to fully furnish every apartment

Provided holiday gifts for all residents



Railyard Flats

Completed construction and began leasing of 15 new units of housing for households earning up to 60% of AMI

Installed RHA's 1st EV Charging Station

Completed RHA's 1st all electric housing development



Silverada Manor

Closed on \$74.5M in financing in October 2024

Completed Phase One relocation and started construction on the initial phase of renovation

Upon completion, will preserve 149 units of affordable housing



Stead Manor, John McGraw, and Silver Sage Manor

Completed Phase One renovations at Silver Sage Manor/John McGraw Court

Completed Phase One relocation and started construction at Stead Manor

Upon completion, these projects will preserve over 80 units of housing and upgrade on-site amenities for residents

Goal #1: Increase the amount of affordable housing provided by RHA

- Negotiated and executed Sarrazin Arms Land Swap Option Agreement with Reno Real Estate Development resulting in \$50k per year option payment and potential development of 65 new units (60 replacement units + 5 additional units)
- Acquired Reno Avenue property for future housing development and received approval from NHD to use the current buildings for resident services in the interim period
- Added over 80 new landlords in the HCV program
- Increased special purpose voucher utilization to 70%
- Worked with HUD and NYU to develop a Direct Rental Assistance demonstration program (submitted for HUD approval in FY26 MTW Plan)

Goal #2: Increase Opportunities for RHA Residents and Participants to Break the Cycle of Poverty



4 FAMILY SELF SUFFICIENCY (FSS) GRADUATES

5 START SMART GRADUATES IN 2024

RAISED OVER \$20,000 IN GRANTS/DONATIONS TO SUPPORT START SMART SCHOLARSHIPS



PROVIDED NEW WORKSHOP ON BUDGETING AND FINANCIAL PLANNING IN PARTNERSHIP WITH GREAT BASIN FEDERAL CREDIT UNION

PARTNERED WITH AFLAC/AMERICAN FAMILY INSURANCE ON WORKSHOP REGARDING IMPORTANCE OF PROPER INSURANCE

CONTINUE TO RECRUIT FOR START SMART AND FSS PROGRAMS

Goal #3: Continue to Promote Health and Wellness with RHA Residents and Participants



Partnered with Reno Food Systems to provide fresh produce to RHA seniors and host a series of healthy eating workshops



Partnered with UNR Public Health on workshops covering cooking nutritious meals on a budget



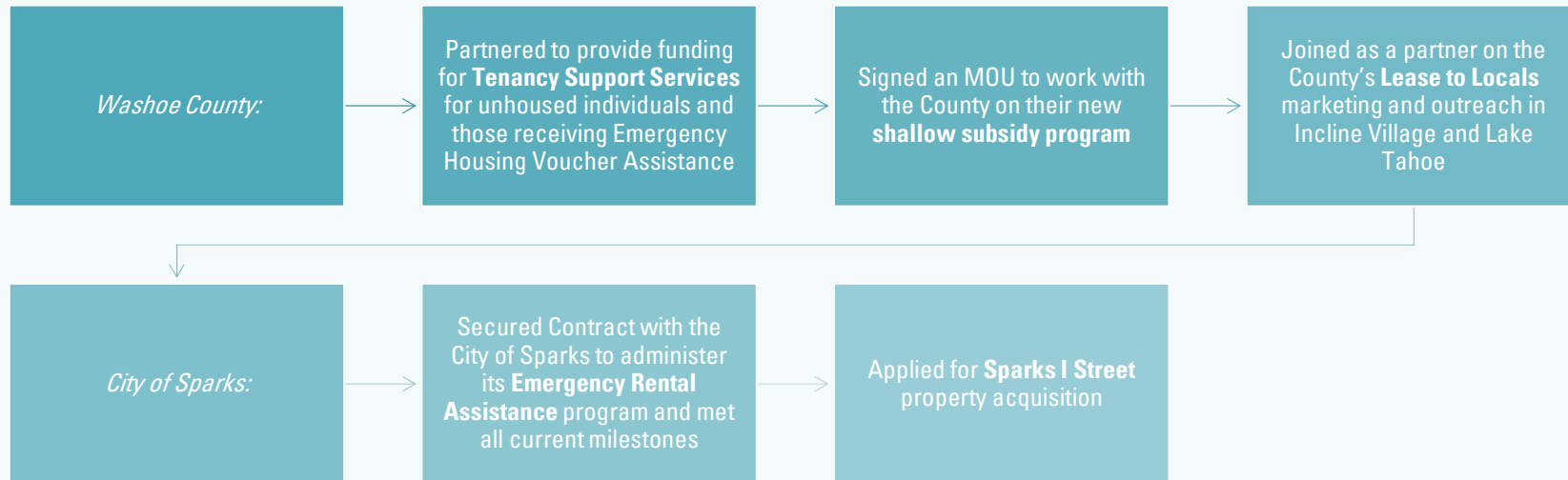
Collaborated with UNR Extension on series of workshops aimed at healthy living



Provided new chair yoga class
Organized families to participate in Sound Mind Walk
Hosted various events to encourage resident participation and decrease loneliness

Goal #4: Be An Integral Part of the Community (Community Relations)

SHORT TERM GOAL



Community Partnerships and Relations

OTHER

City of Reno:

Partnered on **Rapid Rehousing Program (RRP)** at Village at Sage

Jointly funded a **housing navigator at VOA** to help ensure the success of RRP participants

Other:

Partnered with Continuum of Care to jointly fund **Padmission** software to better serve those on the community queue

Funded VOA and Be Who You Needed for **Eviction Prevention Services**

Community Partnerships and Relations

OTHER



*EXPANDED
RELATIONSHIPS WITH
THE PRIVATE SECTOR
RESULTING IN:*



\$50K GRANT FROM
EAGLEMARK BANK TO
SUPPORT START
SMART AND RESIDENT
SERVICES
PROGRAMMING



\$100,000 AHEAD GRANT
FROM FHLBSF TO
SUPPORT START
SMART AND RESIDENT
SERVICES
PROGRAMMING



\$5,000 GRANT FROM
RENO ACES
FOUNDATION TO
SUPPORT GOLDEN
GROCERY



\$1,000 GRANT FROM
TACO BELL TO
SUPPORT HOLIDAY
GIFTS AT DICK SCOTT
MANOR



\$10,000 GRANT FROM
GREATER NEVADA
CREDIT UNION TO
SUPPORT START
SMART

Goal #5: Make Data Driven Decisions



Created a repositioning strategy for remaining public housing sites



Finalized a board report format for current development projects



Provided development principles to the board

Other: Earned Developer Fees to Advance RHA's Mission



Dick Scott Manor

Earned \$162,518 in developer fee



Silverada Manor

Earned \$628,754 in developer fee



Railyard Flats

Earned \$504,251 in developer fee

Other Accomplishments

OTHER

Hosted Elected Officials Open House to provide information on RHA's programs, upcoming projects, and collaborative efforts

Secured \$163k in State Housing Trust Funds to continue RHA's Homeless Prevention Program

Allocated 125 new HUD VASH vouchers to house additional veterans in our community

Completed HUD's audit of Washoe Affordable Housing Corporation's contract administration

No findings on RHA's Annual Audit

Held quarterly meetings with SNRHA and NRH to discuss housing issues and collaborate on solutions

Assisted in planning Nevada Housing Coalition annual conference held October 2024

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 8

April 22, 2025

SUBJECT: Discussion and possible action to authorize the Executive Director to execute a contract with H+K Architects in the amount of \$500,000.00 for architectural services for the Carville Court Development Project. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

RHA plans to redevelop Carville Court, with construction projected to start in the 2nd quarter of 2026. The initial scope of work includes the demolition of the 3 existing duplexes on site and the construction of an 11-unit permanent supportive housing project. The building will include residential units as well as office space and common areas for the property management and supportive services staff.

To begin the design phase of this project, RHA provided a preliminary scope of work and requested a proposal for architectural and engineering services from JK Architecture and Services and H+K Architects. RHA had previously procured both firms to provide architectural services and has professional service contracts in place with both firms. After reviewing the submitted proposals, RHA's Senior Project Manager - Construction, along with the development department's Project Coordinator, recommended the selection of H+K Architects to the Executive Director. The Executive Director issued a letter notifying the firm of their selection on March 31st. RHA's Senior Project Manager has worked with H+K Architects and RHA's counsel to finalize the contract included with this staff report. The contract amount is \$500,000. Services will be provided from project start through schematic design, design development, construction documents, agency review, bid support, and construction administration.

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners motion to authorize the Executive Director to execute a contract with H+K Architects in the amount of \$500,000 for architectural services for the Carville Court Redevelopment Project.

AIA® Document B109® – 2020

Standard Form of Agreement Between Owner and Architect for a Multi-Family Residential or Mixed Use Residential Project

AGREEMENT made as of the 22nd day of April in the year 2025
(In words, indicate day, month, and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address, and other information)

Housing Authority of the City of Reno
1525 East Ninth Street
Reno, NV 89512

and the Architect:
(Name, legal status, address, and other information)

H&K Architects
50 Washington Street, Suite #200
Reno, NV 89503
Telephone Number: 775-870-4887

for the following Project:
(Name, location, and detailed description, including Project type)

RHA Carville Court Redevelopment
Parcel Numbers 008-490-16, 008-490-17, 008-490-18
The scope of this project is described in the H&K Architects Proposal, dated March 19, 2025. The proposal is attached as Exhibit A.

The Owner and Architect agree as follows.

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TABLE OF ARTICLES

1	INITIAL INFORMATION
2	ARCHITECT'S RESPONSIBILITIES
3	PRE-DESIGN SERVICES
4	SCOPE OF ARCHITECT'S BASIC SERVICES
5	SUPPLEMENTAL AND ADDITIONAL SERVICES
6	OWNER'S RESPONSIBILITIES
7	COST OF THE WORK
8	COPYRIGHTS AND LICENSES
9	CLAIMS AND DISPUTES
10	TERMINATION OR SUSPENSION
11	MISCELLANEOUS PROVISIONS
12	COMPENSATION
13	SPECIAL TERMS AND CONDITIONS
14	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed. The Owner's program description or documentation should include information regarding building configuration; number, type, mix, and average size of units; required parking spaces; amenities; commercial and other non-residential use requirements; and any intended zoning ordinance and building code classifications.)

As described in the Proposal – Exhibit A

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as existing site-conditions reports; surveys, including boundaries, topographic, and existing utilities; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

Parcel Numbers 008-490-16, 008-490-17, 008-490-18 / .378 acres, Reno, NV 89512
11-12 units / 1 bedroom – 1 bath units / 650 sf maximum size / (2) Fully accessible units
Community Room / Offices (2) / Laundry Room
No elevator

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 7.1:

(Provide total and, if known, a line item breakdown.)

The construction budget is approximately \$4,800,000.

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:

A schedule will be coordinated with the CMAR with the goal of starting construction April 2026.

- .2 Construction commencement date:

The schedule will assume a construction notice to proceed of April 6, 2026

- .3 Substantial Completion date or dates:

The preliminary schedule assumes 365 calendar days for construction. This duration results in a Substantial Completion date of April 6, 2026.

- .4 Other milestone dates:

None

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:

(Identify method such as competitive bid or negotiated contract.)

Construction Manager at Risk (CMAR) with a guaranteed maximum price.

§ 1.1.6 The Owner's requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction are set forth below:

(List number and type of bid/procurement packages.)

None

§ 1.1.7 The Owner's anticipated Sustainable Objective for the Project:

(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

The project requirements are as described in the Proposal – Exhibit A

§ 1.1.8 The Owner identifies the following representative in accordance with Section 6.4:

(List name, address, and other contact information.)

Hilary Lopez Ph.D.
Executive Director
1525 East Ninth Street
Reno, Nevada 89512
Email Address: hlopez@renoaha.org

§ 1.1.9 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:

(List name, address, and other contact information.)

Nestor Garcia
Sr. Project Manager
1525 East Ninth Street
Reno, Nevada 89512
Email Address: ngarcia@renoaha.org

§ 1.1.10 The Owner shall retain the following consultants and contractors:

(List name, legal status, address, and other contact information.)

.1 Cost Consultant:

N/A

.2 Scheduling Consultant:

N/A

.3 Geotechnical Engineer:

Wood Rogers

.4 Civil Engineer:

N/A

.5 Other, if any:

(List any other consultants and contractors to be retained by the Owner.)

The Owner will retain a Special Inspection company. To Be Determined

§ 1.1.11 The Architect identifies the following representative in accordance with Section 2.4:
(List name, address, and other contact information.)

Jeff Klippenstein
50 Washington Street, Suite 200
Reno, Nevada 89503
Telephone Number: 775-870-4877

§ 1.1.12 The Architect shall retain the following consultants under Basic Services:
(List name, legal status, address, and other contact information.)

.1 Structural Engineer:

Structure Design, LLC
2958 Glenview Drive
Reno, Nevada 89503
775-657-1951

Contact: Brian Harrison, PE

.2 Mechanical Engineer:

SGF Engineering
9500 Prototype Ct.
Reno, Nevada 89512
775-591-4253

Contact: Sean G. Frey, PE

.3 Electrical Engineer:

JP Engineering
10597 Double R Blvd. #1
Reno, Nevada 89521
775-591-4253

Contact: James Solaro, PE

.4 Civil Engineering, Surveying & Mapping, & Landscaping Architecture

Wood Rodgers
1361 Corporate Blvd.
Reno, Nevada 89502
775-823-4064
Contact: Mike Davidson, PE

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change, and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon written protocols governing the transmission and use of, and reliance on, Instruments of Service or any other information or documentation in digital form.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to written protocols governing the use of, and reliance on, the information contained in the model shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Owner represents that the Project shall not include a residential condominium. The Architect shall provide services based on the Owner's representation of the intended use and ownership of the Project.

§ 2.4 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.5 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.6 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 12.12.

§ 2.6.1 Commercial General Liability with policy limits of Certificates of Insurance are attached as Exhibit B (\$ << >>) for each occurrence and << >> (\$ << >>) in the aggregate for bodily injury and property damage.

§ 2.6.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of Certificates of Insurance are attached as Exhibit B (\$ << >>) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.6.3 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of Certificates of Insurance are attached as Exhibit B (\$ << >>) per claim and << >> (\$ << >>) in the aggregate.

§ 2.6.4 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.6.

ARTICLE 3 PRE-DESIGN SERVICES

ARTICLE 4 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 4.1 The Architect's Basic Services shall commence upon receipt of a written notice to proceed from the Owner. The Architect's Basic Services consist of those described in this Article 4 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in Article 3 or Article 4 are Supplemental or Additional Services.

§ 4.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 4.1.2 The Architect shall coordinate its services with those services provided by the Owner, the Owner's consultants, and contractors providing design services. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner, the Owner's consultants, and contractors providing design services. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 4.1.3 As soon as practicable after receipt of a written notice to proceed from the Owner, the Architect shall submit, for the Owner and the Scheduling Consultant's approval, a schedule for the performance of the Architect's services. The schedule shall include design phase milestone dates, as well as the anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner and Scheduling Consultant, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. The Architect shall not be bound to any changes in the schedule affecting its services without the Architect's written approval, which approval shall not be unreasonably withheld. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 4.1.4 Upon the Owner's reasonable request, the Architect shall submit information to the Scheduling Consultant and participate in developing and revising the Project schedule as it relates to the Architect's services.

§ 4.1.5 The Architect shall not be responsible for an Owner's directive or substitution, or an Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 4.1.6 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 4.1.7 The Architect shall investigate accessibility requirements applicable in the jurisdiction in which the Project is located.

§ 4.1.8 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 4.2 Schematic Design Phase Services

§ 4.2.1 Based upon the Pre-Design option for the Project, developed as part of the Architect's Pre-Design services and selected by the Owner, the Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations as applicable to the Architect's services.

§ 4.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 4.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 4.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components, including unit types, layouts, sizes, mix and number of unit types, and the other elements of the Project program.

§ 4.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 4.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 5.1.1.

§ 4.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 4.2.6 The Architect shall submit the Schematic Design Documents to the Owner and the Cost Consultant. The Architect shall meet with the Cost Consultant to review the Schematic Design Documents.

§ 4.2.7 Upon receipt of the Cost Consultant's estimate at the conclusion of the Schematic Design Phase, the Architect shall take action as required under Section 7.4, and request the Owner's approval of the Schematic Design Documents. If revisions to the Schematic Design Documents are required to comply with the Owner's budget for the Cost of the Work at the conclusion of the Schematic Design Phase, the Architect shall incorporate the required revisions in the Design Development Phase.

§ 4.3 Design Development Phase Services

§ 4.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements, including unit mix and unit types, common spaces, and amenities. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 4.3.2 Prior to the conclusion of the Design Development Phase, the Architect shall submit the Design Development Documents to the Owner and the Cost Consultant. The Architect shall meet with the Cost Consultant to review the Design Development Documents.

§ 4.3.3 Upon receipt of the Cost Consultant's estimate at the conclusion of the Design Development Phase, the Architect shall take action as required under Sections 7.5 and 7.6 and request the Owner's approval of the Design Development Documents.

§ 4.3.4 In addition to preparing the Design Development Documents, the Architect shall prepare a list of critical building systems, elements, and components that require the preparation of visual and performance mock-ups. During the Construction Phase, visual mock-ups shall be reviewed for approval by the Owner and Architect and performance mock-ups shall be tested in accordance with the standards set forth in the Construction Documents.

§ 4.4 Construction Documents Phase Services

§ 4.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 4.6.4.

§ 4.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 4.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 4.4.4 Prior to the conclusion of the Construction Documents Phase, the Architect shall submit the Construction Documents to the Owner and the Cost Consultant. The Architect shall meet with the Cost Consultant to review the Construction Documents.

§ 4.4.5 Upon receipt of the Cost Consultant's estimate at the conclusion of the Construction Documents Phase, the Architect shall take action as required under Section 7.7 and request the Owner's approval of the Construction Documents.

§ 4.5 Procurement Phase Services

§ 4.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 4.5.2 Competitive Bidding

§ 4.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 4.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 4.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 4.5.3 Negotiated Proposals

§ 4.5.3.1 Proposal Documents shall consist of proposal requirements, and proposed Contract Documents.

§ 4.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;

- 3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- 4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 4.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 4.6 Construction Phase Services

§ 4.6.1 General

§ 4.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201®–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 4.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 4.6.1.3 Subject to Section 5.2 and except as provided in Section 4.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 4.6.2 Evaluations of the Work

§ 4.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 5.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 4.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 4.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 4.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 4.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 4.6.3 Certificates for Payment to Contractor

§ 4.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 4.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 4.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 4.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 4.6.4 Submittals

§ 4.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 4.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 4.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 4.6.4.4 Subject to Section 5.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 4.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 4.6.5 Changes in the Work

§ 4.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 5.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 4.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 4.6.6 Project Completion

§ 4.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 4.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 4.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 4.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 4.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 5 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 5.1 Supplemental Services

§ 5.1.1 The services listed below are not included in Pre-Design Services or Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 12.4. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 5.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 5.1.1.1 Programming	
§ 5.1.1.2 Multiple preliminary designs beyond Article 4 Schematic Design requirements	

§ 5.1.1.3	Measured drawings	
§ 5.1.1.4	Existing facilities surveys	
§ 5.1.1.5	Site evaluation and planning	
§ 5.1.1.6	Building Information Model management responsibilities	
§ 5.1.1.7	Development of Building Information Models for post construction use	
§ 5.1.1.8	Landscape design	Architect
§ 5.1.1.9	Exterior maintenance consulting	
§ 5.1.1.10	Architectural interior design	
§ 5.1.1.11	Value analysis	Owner/CMAR
§ 5.1.1.12	On-site project representation	
§ 5.1.1.13	Conformed documents for construction	Architect
§ 5.1.1.14	As-designed record drawings	
§ 5.1.1.15	As-constructed record drawings	Architect
§ 5.1.1.16	Post occupancy evaluation	
§ 5.1.1.17	Facility support services	
§ 5.1.1.18	Tenant-related services	
§ 5.1.1.19	Architect's coordination of the Owner's consultants	
§ 5.1.1.20	Telecommunications/data design	Architect
§ 5.1.1.21	Security evaluation and planning	Architect, Exterior surveillance system only
§ 5.1.1.22	Commissioning	
§ 5.1.1.23	Sustainable Project Services pursuant to Section 5.1.3	
§ 5.1.1.24	Historic preservation	
§ 5.1.1.25	Furniture, furnishings, and equipment design	
§ 5.1.1.26	Design of leasing/sales center or model units	
§ 5.1.1.27	Other services provided by specialty Consultants	
§ 5.1.1.28	Other Supplemental Services	

§ 5.1.2 Description of Supplemental Services

§ 5.1.2.1 A description of each Supplemental Service identified in Section 5.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 5.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

(5.1.13) Conformed construction documents: Incorporate addenda and plan review comments into a "For Construction" conformed set.

(5.1.15) As-Constructed Record drawings: Incorporate construction revisions including Architect's Supplemental Instructions, Change Orders, and Construction Change Directives into a final drawing set. The Record drawings will also include the revisions from the Contractor's as-built set.

§ 5.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 5.2 shall entitle the Architect to compensation pursuant to Section 12.4 and an appropriate adjustment in the Architect's schedule.

§ 5.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method, or bid packages in addition to those listed in Section 1.1.7;
- .2 Changing or editing previously prepared Instruments of Service required to secure necessary entitlements to develop the Project;
- .3 Services necessitated by enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .4 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .5 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .6 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner authorized recipients;
- .7 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .8 Preparation for, and attendance at, a public presentation, meeting or hearing beyond those required under Section 3.3;
- .9 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .10 Evaluation of the qualifications of entities providing bids or proposals;
- .11 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .12 Assistance to the Initial Decision Maker, if other than the Architect.

§ 5.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice:

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 5.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 **Three (3)** reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 **Thirty-Two (32)** visits to the site by the Architect during construction
- .3 **Two (2)** inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 **One (1)** inspections for any portion of the Work to determine final completion

§ 5.2.5 If the Architect's Basic and Supplemental Services covered by this Agreement have not been completed within Twenty-Four (24) months of the date of receipt of a written notice to proceed from the Owner, through no fault of the Architect, extension of the Architect's Basic and Supplemental Services beyond that time shall be compensated as Additional Services.

ARTICLE 6 OWNER'S RESPONSIBILITIES

§ 6.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 6.2 The Owner shall furnish the services of a Scheduling Consultant that shall be responsible for creating the overall Project schedule. The Owner shall adjust the Project schedule, if necessary, as the Project proceeds.

§ 6.3 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 7.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. The Owner shall furnish the services of a Cost Consultant that shall be responsible for preparing all estimates of the Cost of the Work. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 6.3.1 The Owner acknowledges that accelerated, phased or fast-track scheduling provides a benefit, but also carries with it associated risks. Such risks include the Owner incurring costs for the Architect to coordinate and redesign portions of the Project affected by procuring or installing elements of the Project prior to the completion of all relevant Construction Documents, and costs for the Contractor to remove and replace previously installed Work. If the Owner selects accelerated, phased or fast-track scheduling, the Owner agrees to include in the budget for the Project sufficient contingencies to cover such costs.

§ 6.4 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 6.5 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 6.6 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 6.7 The Owner shall provide the Consultants designated as the Owners' responsibility in Section 1.1.14, and the Supplemental Services designated as the Owner's responsibility in Section 5.1.1.

§ 6.8 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 6.9 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope

of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 6.10 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 6.11 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 6.12 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 6.13 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 6.14 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 6.15 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 6.16 The Owner shall confirm that the commercial general liability coverage provided by the Contractor does not contain exclusions for residential construction or a mold-related claims exclusion.

§ 6.17 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 7 COST OF THE WORK

§ 7.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect, the costs of the land, rights-of-way, financing, contingencies for changes in the Work, or other costs that are the responsibility of the Owner.

§ 7.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 6.3 and 7.4. Evaluations of the Owner's budget for the Cost of the Work represent the Architect's judgment as a design professional.

§ 7.3 The Owner shall require the Cost Consultant to include appropriate contingencies for design, bidding or negotiating, price escalation, and market conditions in estimates of the Cost of the Work. The Architect shall be entitled to rely on the accuracy and completeness of estimates of the Cost of the Work the Cost Consultant prepares as the Architect progresses with its services. The Architect shall prepare, as an Additional Service, revisions to the Drawings, Specifications or other documents required due to the Cost Consultant's inaccuracies or incompleteness in preparing cost estimates, or due to market conditions the Architect could not reasonably anticipate. The Architect may review the Cost Consultant's estimates solely for the Architect's guidance in completion of its services, however, the Architect shall report to the Owner any material inaccuracies and inconsistencies noted during any such review.

§ 7.4 If, prior to the conclusion of the Design Development Phase, the Cost Consultant's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect, in consultation with the Cost Consultant, shall make appropriate recommendations to the Owner to adjust the Project's size, quality or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 7.5 If the estimate of the Cost of the Work at the conclusion of the Design Development Phase exceeds the Owner's budget for the Cost of the Work, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 terminate in accordance with Section 10.5;
- .3 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or
- .4 implement any other mutually acceptable alternative.

§ 7.6 If the Owner chooses to proceed under Section 7.5.3, the Architect, without additional compensation, shall incorporate the revisions in the Construction Documents Phase as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Design Development Phase Services, or the budget as adjusted under Section 7.5.1. The Architect's revisions in the Construction Documents Phase shall be the limit of the Architect's responsibility under this Article 7.

§ 7.7 After incorporation of modifications under Section 7.6, the Architect shall, as an Additional Service, make any required revisions to the Drawings, Specifications or other documents necessitated by subsequent cost estimates that exceed the Owner's budget for the Cost of the Work, except when the excess is due to changes initiated by the Architect in scope, basic systems, or the kinds and quality of materials, finishes or equipment.

ARTICLE 8 COPYRIGHTS AND LICENSES

§ 8.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 8.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 8.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 10 and Article 12. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this Section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 10.4, the license granted in this Section 8.3 shall terminate.

§ 8.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 8.3.1. The terms of this Section 8.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 10.4.

§ 8.4 Except for the licenses granted in this Article 8, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 8.5 Except as otherwise stated in Section 8.3, the provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 CLAIMS AND DISPUTES

§ 9.1 General

§ 9.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 9.1.1.

§ 9.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 9.1.3 The Architect shall indemnify and hold the Owner and the Owner's officers and employees harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts or omissions of the Architect, its employees and its consultants in the performance of professional services under this Agreement. The Architect's obligation to indemnify and hold the Owner and the Owner's officers and employees harmless does not include a duty to defend. The Architect's duty to indemnify the Owner and the Owner's officers and employees under this Section 9.1.3 shall be limited to the lesser of (1) the stated amount of the professional liability insurance coverage required of the Architect under this Agreement or (2) the amount stated in Section 9.1.6.

§ 9.1.4 The Owner shall indemnify and hold the Architect, its officers, employees and consultants harmless from and against damages, losses and judgments arising from claims by third parties, including reasonable attorneys' fees and expenses recoverable under applicable law, (1) arising from the breach of the representation under Section 2.3 or (2) caused by the negligent acts or omissions of the Owner, the Contractor or the employees, consultants or subcontractors of either of them.

§ 9.1.5 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 10.7.

§ 9.1.6 In no event shall the aggregate liability of the Architect, its officers, employees, and consultants arising under, or relating to, this Agreement exceed:

(Insert the maximum amount or other necessary terms and conditions for limiting the Architect's liability under this Agreement.)

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§ 9.1.7 If the Owner authorizes deviations, recorded or unrecorded, from the Instruments of Service prepared by the Architect or its consultants, the Owner shall indemnify and hold harmless the Architect, the Architect's consultants and agents and employees of any of them from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting in whole or in part from such deviations.

§ 9.2 Mediation

§ 9.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 9.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in

advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 9.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 9.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 9.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

Arbitration pursuant to Section 9.3 of this Agreement

Litigation in a court of competent jurisdiction

Other: (Specify)

Litigation governed by Nevada law, with jurisdiction in the Second Judicial District Court of Nevada

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 9.3 Arbitration

§ 9.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 9.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 9.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 9.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 9.3.4 Consolidation or Joinder

§ 9.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 9.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an

additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 9.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 9.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 9.4 The provisions of this Article 9 shall survive the termination of this Agreement.

ARTICLE 10 TERMINATION OR SUSPENSION

§ 10.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 10.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 10.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 10.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 10.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 10.6 If the Owner terminates this Agreement for its convenience pursuant to Section 10.5, or the Architect terminates this Agreement pursuant to Section 10.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 10.7 In addition to any amounts paid under Section 10.6, if the Owner terminates this Agreement for its convenience

§ 10.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 10.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 8 and Section 10.7.

ARTICLE 11 MISCELLANEOUS PROVISIONS

§ 11.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 9.3.

§ 11.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 11.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 11.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 11.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 11.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 11.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 11.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 10.4.

§ 11.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 11.8.1. This Section 11.8 shall survive the termination of the Agreement.

§ 11.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 11.8.

§ 11.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 12 COMPENSATION

§ 12.1 For the Architect's Pre-Design Services described under Article 3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

N/A

§ 12.1.1 For attendance at meetings in excess of the number specified in Section 3.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

N/A

§ 12.2 For the Architect's Basic Services described under Article 4, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

Five Hundred Thousand Dollars (\$500,000)

§ 12.3 For Additional Services that may arise during the course of the Project, including those under Section 5.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

Compensation will be based on scope of additional services

§ 12.6 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Sections 12.4 or 12.5, shall be the amount invoiced to the Architect plus Fifteen percent (15 %), or as follows:
(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

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§ 12.7 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:
(Basic Services does not include compensation for Pre-Design Services)

Conceptual Design Phase	5 and 1/2	percent (5.5	%)
Schematic Design Phase	Seventeen	percent	17	%)
Design Development Phase	Twenty-Six	(26	%)
		percent		
		(
Construction Documents Phase	Thirty-Four	percent (34	%)
Plan Review	Four and 1/2	percent (4.5	%)
BID/GMP Phase	Three	percent (3	%)
Construction Administration	Ten		10	
Total Basic Services Compensation	One hundred	percent (100	%)

The Owner acknowledges that with an accelerated Project delivery or multiple bid package process, the Architect may be providing its services in multiple Phases simultaneously. Therefore, the Architect shall be permitted to invoice monthly in proportion to services performed in each Phase of Services, as appropriate.

§ 12.8 When compensation identified in Section 12.2 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 12.9 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 12.10 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

Fee Schedules, attached as Exhibit C

Employee or Category

Rate (\$0.00)

§ 12.11 Compensation for Reimbursable Expenses

§ 12.11.1 Reimbursable Expenses are in addition to compensation for Pre-Design, Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

- .1 Permitting and other fees required by authorities having jurisdiction over the Project;
- .2 Printing, reproductions, plots, and standard form documents;
- .3 All taxes levied on professional services and on reimbursable expenses;

§ 12.11.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus as contained in the fee schedule percent (« » %) of the expenses incurred.

§ 12.13 Payments to the Architect

§ 12.13.1 Initial Payments

§ 12.13.1.1 An initial payment of Zero (\$ 0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 12.13.2 Progress Payments

§ 12.13.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid Forty-Five (45) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

1-1/2 % per month

§ 12.13.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 12.13.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 13 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

« None »

ARTICLE 14 SCOPE OF THE AGREEMENT

§ 14.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 14.2 This Agreement is comprised of the following documents listed below:

- .1 AIA Document B109™-2020, Standard Form of Agreement Between Owner and Architect
- .2 Exhibits: AIA Document A201-2007 General Conditions of the Contract for Construction

(Check the appropriate box for any exhibits incorporated into this Agreement.)

Other Exhibits incorporated into this Agreement:

(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 5.1.2.)

Exhibit A. Proposal » «Exhibit B. Certificates of Insurance» «Exhibit C. Fee Schedule

- .3** Other documents:
(List other documents, if any, forming part of the Agreement.)

« »

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

Hilary Lopez Ph.D., Executive Director

(Printed name and title)

ARCHITECT (Signature)

Jeff Klippenstein, AIA

(Printed name, title, and license number, if required)

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 9

April 22, 2025

SUBJECT: Discussion and possible approval of a grant from Washoe Affordable Housing Corporation of \$150,000 for renovations at 870 Sage Street (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

UNR's Early Head Start Program vacated 870 Sage Street in early 2025. After discussion with staff, the Executive Director decided that the best use of the property moving forward would be as an additional maintenance shop for the Asset Management Department and as office space for Washoe Affordable Housing Corporation (WAHC).

Renovation of the building's interior and exterior is required before Asset Management and WAHC can utilize the building. Major items in the scope of work include:

- Roof replacement
- Wall removal/installation for WAHC office
- Plumbing modifications to bathrooms
- New flooring and interior paint
- Kitchen cabinet replacement
- Exterior improvements related to ADA accessibility requirements

Rather than procuring a General Contractor for the project, RHA will utilize service contracts and/or get quotes from various trades to complete portions of the scope of work. RHA has existing service contracts in place that can cover much of the scope of work. Additionally, completing this project without a general contractor reduces the overall project cost by eliminating the general conditions, overhead, and profit that would be part of a GC contract. No single contract or item will exceed the \$100,000 Executive Director authorization threshold. However, the overall estimated budget, which includes a 18% cushion, is \$149,565 and staff is recommending that the Board of Commissioners approve an up to budget of \$150,000. The source of funds will be the \$150,000 donation from WAHC, pending board approval of those funds.

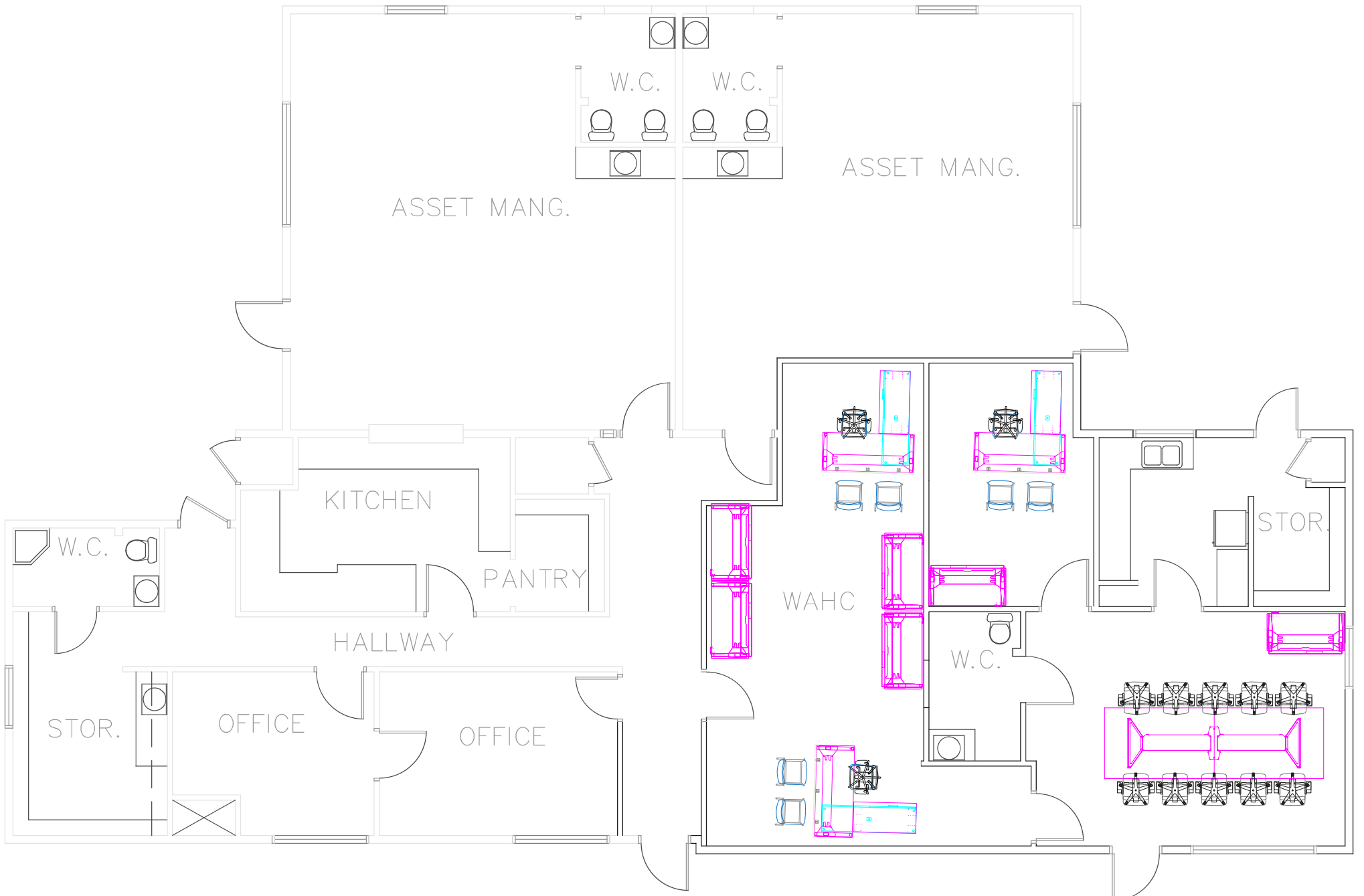
A more details scope of work and budget is included with this staff report as well as a basic floorplan.

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners motion to approve a budget up to \$150,000 for the cost of renovations at 870 Sage Street.

Scope of Work - Estimated Budget

Item	Scope	Estimate
New roof	Remove And Replace repair roof sheeting	\$ 30,000.00
Plumbing	Toilets, Sinks, Water heater	\$ 8,500.00
Asbestos Testing	Roofing Testing	\$ 750.00
Electrical	Install Electrical for computers	\$ 5,000.00
HVAC repair old units	Service only	\$ 2,000.00
Demo	Cabinets above Sinks Raise Upper Cabinets (In-H	\$ -
Paint Prep	Prep For Painter (In-House)	\$ -
Finish Reinstall	Reinstall what was removed for Painters (In-Hou	\$ -
Remove Parking Block	Remove One Parking Block (In-House)	\$ -
Railing / Fence	Remove existing railing for ADA improvements	\$ 6,000.00
Sidewalk Concrete	ADA improvements	\$ 6,000.00
Paint Exterior		\$ 6,000.00
Paint Interior	First Phase Maintenance Shop and Office	\$ 6,500.00
Low Voltage/Internet set up		\$ 8,500.00
FLOORING / CARPET		\$ 3,000.00
Framing/Plumbing for WAHC office		\$ 40,000.00
Cleaning	Final Cleaning	\$ 4,500.00
<i>Subtotal</i>		<i>\$ 126,750.00</i>
Estimated Total with 18% Cushion		\$ 149,565.00



RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 10

April 22, 2025

SUBJECT: Discussion and possible approval of FY2026 RHA budget. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

RHA must submit a board-approved annual operating budget to HUD by June 30 of every year. This draft FY26 budget is being presented for Board review and approval.

The FY26 Budget is based on the FY25 7-month actual income and expenses with the remaining 5 months of FY25 extrapolated. Variances between the FY26 budgeted figures and the FY25 projected actual income and expenses are provided. In cases in which FY25 actuals were not in alignment with FY24 actuals, further investigation was made to determine an accurate figure for the basis of the FY26 budget.

The current budget includes the following considerations:

- RHA's Annual Budget Authority (ABA) for Housing Assistance Payment (HAP) has been reflected based on the May 9, 2025, funding notification.
- Salaries and benefits have been increased based on anticipated merit and COLA increases. The reflected COLA increase is after PERS adjustment.
- Materials and contracted services have been increased by an inflation factor of 3% based on CPI estimates as of 3/1/2025.
- Insurance premiums were increased by 3%.
- Audit fees were increased by 8% based on FY25 fees.
- Training budgets were updated based on department needs and include anticipated associated travel expenses.
- Employee salaries have been reviewed to ensure staff time allocations are appropriate.
- Estimated overtime has been budgeted.
- Currently vacant positions that will be filled in FY26 have been budgeted.
- Newly requested positions have been budgeted.
- City of Reno stormwater fees have been budgeted for RHA-owned properties.

- Operating expenses (utilities, etc.) have been budgeted for Paradise Plaza.
- Operating expenses (utilities, etc.) have been budgeted for Reno Ave.
- IT equipment replacement has been budgeted for the remaining aging laptops and other IT equipment.
- Resident Services events, such as Start Smart Graduation and FSS Graduation, have been budgeted.
- Youth activities have been budgeted to include expenses not covered by donations or grants.
- Funds to continue stocking Golden Groceries have been budgeted; however, current donation/grant funding covers this expense entirely for FY26.
- Landlord Engagement has been budgeted to include a Landlord Appreciation event as well as funds to support landlord outreach.
- Ongoing staffing and MTW activity funding has been budgeted utilizing RHA's Annual Budget Authority. Utilizing RHA's MTW flexibilities reduces expenses to the Central Office Cost Center (COCC).
- Provisions for unanticipated contracts have been budgeted.
- Funding to allow the Executive Director to exercise employee salary-related flexibility has been budgeted.
- Public Housing needed one-time operating expenses have been included.
- Scattered site needed one-time operating expenses have been included based on anticipated needs.

The total estimated FY26 budget is \$81,594,112. The FY26 budget, as well as a list of proposed staffing changes, further detail on projected scattered-site needs, and cash report is attached for review.

Staff Recommendation and Motion:

Staff recommends the Board motion to approve the FY26 annual budget as presented.

Reno Housing Authority Annual Operating Budget FY 2026

Period = July 2025-Jun 2026

	FY25				FY26 Budget to Actual	FY26 Budget		FY26 Budget to FY25 Actual
	Anticipated	FY25	Budget to Actual	FY25 Budget to Actual		FY26	to FY25 Actual	
	Actual	Budget	% Variance	Variance Comments		Budget	Variance	
Revenue & Expenses								
3000-00-000	INCOME							
3100-00-000	TENANT INCOME							
3101-00-000	Rental Income							
3110-00-000	Rent Income-Gross Potential	0.00	0.00	0%		0.00	0%	
3111-00-000	Tenant Rent	6,396,769.44	7,099,481.00	-10%	Rent + Subsidy Budgeted = \$7,676,634	6,889,378.00	8%	HUD Inflation factor
3111-01-000	Garage Rent	0.00	0.00	0%		0.00	0%	
3111-02-000	Storage Rent	0.00	0.00	0%		0.00	0%	
3111-03-000	Non-Dwelling Rent	171,711.43	174,052.57	-1%		152,308.00	-11%	Childcare center rent removed
3112-00-000	LIPH FSS Escrow Payments	0.00	0.00	0%		0.00	0%	
3112-01-000	Tenant Based Subsidy	1,068,982.29	358,854.50	198%	Rent + Subsidy Actual = \$7,558,871	1,107,603.00	4%	
3112-02-000	Rental Assistance	0.00	0.00	0%		0.00	0%	
3112-03-000	Utility Reimbursement -59 & TC	0.00	0.00	0%		0.00	0%	
3112-04-000	Utility Reimbursement Recovery - VASH	0.00	0.00	0%		0.00	0%	
3112-05-000	Utility Reimbursement Recovery -59 & TC	0.00	0.00	0%		0.00	0%	
3112-06-000	PBV HAP Subsidy	93,120.00	218,299.00	-57%	Overall variance <\$117,763>	285,133.00	206%	Silver Sage Court coming back online as 16 PBVs
3113-00-000	Less: Vacancies	0.00	0.00	0%		0.00	0%	
3114-00-000	Less: Concessions	0.00	0.00	0%		0.00	0%	
3115-00-000	Less: Prepaid Rents	0.00	0.00	0%		0.00	0%	
3116-00-000	Less: Delinquencies	0.00	0.00	0%		0.00	0%	
3117-00-000	Less: Admin/Employee Unit	0.00	0.00	0%		0.00	0%	
3117-01-000	Less: Model	0.00	0.00	0%		0.00	0%	
3117-02-000	Less: Down	0.00	0.00	0%		0.00	0%	
3118-00-000	Subsidy Adjustments	0.00	0.00	0%		0.00	0%	
3119-00-000	Total Rental Income							
3120-00-000	Other Tenant Income							
3120-01-000	Laundry and Vending	27,347.54	52,388.00	-48%		29,298.00	7%	
3120-02-000	Cleaning Fee	1,371.43	750.00	83%		1,365.00	0%	
3120-03-000	Damages	36,980.93	29,423.00	26%		27,160.00	-27%	Anticipate fewer vacancies due to relocation
3120-04-000	Late Charges	27,024.15	19,691.00	37%		25,693.00	-5%	
3120-05-000	Legal Fees - Tenant	16,731.60	11,527.00	45%		16,240.00	-3%	
3120-06-000	NSF Charges	656.40	475.00	38%		505.00	-23%	Immaterial
3120-07-000	Tenant Owed Utilities	17,288.59	9,735.00	78%		11,506.00	-33%	Anticipate fewer vacancies due to relocation
3120-08-000	Tenant Screening	0.00	0.00	0%		600.00	100%	
3120-09-000	Misc. Tenant Income	33.43	608.00	-95%		3,316.00	9820%	Immaterial
3120-10-000	HAP Agreement Expense Recovery	0.00	0.00	0%		0.00	0%	
3120-11-000	Cable Charge Income	64,310.57	112,402.00	-43%	Several cable contracts were terminated in FY25	26,765.00	-58%	All cable contracts will terminate by 12/25
3121-00-000	Tenant Payment Agreement (TPA) Rent	5,885.25	2,160.00	172%		600.00	-90%	Tenant A/R cleanup complete
3121-01-000	Tenant Payment Agreement (TPA) Fraud	0.00	0.00	0%		0.00	0%	
3121-02-000	Tenant Payment Agreement (TPA) Other	-4,361.31	-4,629.00	-6%		0.00	0%	
3129-00-000	Total Other Tenant Income							
3199-00-000	TOTAL TENANT INCOME							
		7,923,851.73	8,085,217.07	-2%		8,577,470.00	8%	
3400-00-000	GRANT INCOME							
3401-00-000	HUD PHA Operating Grants/Subsidy	1,179,804.00	2,201,567.00	-46%	Over budgeted Operating Subsidy by including CF Admin revenue	1,243,041.00	5%	PH Operating Subsidy
3410-01-000	Section 8 HAP Earned	58,621,926.14	54,611,268.04	7%		61,970,431.00	6%	HCV and WAHC HAP
3410-02-000	Section 8 Admin. Fee Income	4,152,644.29	4,417,647.24	-6%		4,591,250.00	11%	HCV and WAHC Admin Fee
3410-03-000	Section 8 FSS Grant Income	0.00	0.00	0%		0.00	0%	
3410-04-000	Port-In Admin Fees Earned	17,853.29	12,000.00	49%		16,500.00	-8%	
3410-05-000	Section 8 Hard to House Fee Earned	0.00	0.00	0%		0.00	0%	
3410-06-000	Port In HAP Earned	185,825.14	148,500.00	25%		186,000.00	0%	
3415-00-000	Other Government Grants	82,197.00	0.00	100%		325,700.00	296%	WAHC MOR Fee AND FSS Grant
3415-01-000	HMMI Funds	0.00	0.00	0%		0.00	0%	
3415-02-000	WCHC HOME Funds	0.00	0.00	0%		0.00	0%	
3415-03-000	NHD HOME Funds	0.00	0.00	0%		0.00	0%	
3415-04-000	WCHC HOME-ARP Funds	0.00	0.00	0%		0.00	0%	
3415-05-000	NHD HOME-ARP Funds	0.00	0.00	0%		0.00	0%	
3415-06-000	NHD NHTF Funds	0.00	0.00	0%		0.00	0%	
3415-07-000	FHLB AHP Funds	0.00	0.00	0%		0.00	0%	
3420-00-000	Capital Fund Grants - Hard Costs	0.00	0.00	0%		0.00	0%	

3421-00-000	Capital Fund Grants-Soft Costs	131,808.38	0.00	100%	FSS Grant incorrectly coded s/b 3415-00-000	0.00	0%	
3499-00-000	TOTAL GRANT INCOME	64,372,058.24	61,390,982.28	5%		68,332,922.00	6%	
3600-00-000	OTHER INCOME							
3601-00-000	Other Income	139,848.62	332,109.00	-58%	Incorrectly budgeted MTW Activity	3,334.16	-98%	MTW Activity to exclude PH income 18-20 y.o. ending 6/25
3601-10-000	FSS Forfeiture - Other Income	0.00	0.00	0%		0.00	0%	
3610-00-000	Interest/Investment Income - Unrestricted	122,439.58	526,223.00	-77%	Incorrectly budgeted due to Elite/Yardi software conversion	121,196.00	-1%	
3611-00-000	Investment Income - Restricted	0.00	0.00	0%		0.00	0%	
3620-00-000	Management Fee Income	2,483,410.20	2,026,039.00	23%	Silverada and Hawk View closing later than budgeted	1,856,489.00	-25%	Silverada and Hawk View removed - Silverada LLC and Rallyard Flats added
3620-01-000	COCC Asset Mgmt Fee Income	0.00	0.00	0%		0.00	0%	
3620-02-000	COCC Bookkeeping Fee Income	544,988.57	536,355.00	2%		545,000.00	0%	
3640-00-000	Fraud Recovery - RHA	126,097.17	200,000.00	-37%	Less A/R collected than budgeted	60,000.00	-52%	Tenant A/R underwent significant reconciliation in FY25 and old debts cleared through write-off
3640-50-000	Fraud Recovery - HUD	0.00	36,200.00	0%		0.00	0%	
3650-00-000	Miscellaneous Other Income	3,067.15	62,542.00	-95%	WAHC MOR Fee was being booked here in FY24	3,070.00	0%	
3660-00-000	Operating Transfers IN	4,553,847.02	0.00	100%	MTW Admin and Activity Expenses using HAP	3,327,629.00	-27%	Anticipated MTW Admin and Activity expenses FY26 AND CF Operations funding for FH
3690-00-000	CARES & ERA Revenue	0.00	0.00	0%		0.00	0%	
3690-02-000	Gain / Loss Sale Of Asset	0.00	0.00	0%		0.00	0%	
3690-04-000	Carport Rental Income	0.00	0.00	0%		0.00	0%	
3690-60-000	Donations	17,331.43	0.00	100%		15,000.00	-13%	Conservative estimate
3690-70-000	Monthly Pet Fee	10,753.71	7,657.00	40%		10,800.00	0%	
3699-00-000	TOTAL OTHER INCOME	8,001,783.45	3,727,125.00	115%		5,942,518.16	-26%	
3999-00-000	TOTAL INCOME	80,297,693.41	73,203,324.35	10%		82,852,910.16	3%	
4000-00-000	EXPENSES							
4100-00-000	ADMINISTRATIVE EXPENSES							
4100-99-000	Administrative Salaries							
4110-00-000	Administrative Salaries	5,046,645.96	6,033,798.00	-16%		6,168,294.00	22%	Includes: 6.5% Increase AND filling vacant and new positions
4110-01-000	Administrative Rent Free Unit	0.00	0.00	0%		0.00	0%	
4110-02-000	Additional Compensation	0.00	0.00	0%		0.00	0%	
4110-03-000	Compensated Absences	0.00	0.00	0%		0.00	0%	
4110-04-000	Employee Benefit Contribution-Admin	0.00	0.00	0%		0.00	0%	
4110-99-000	Total Administrative Salaries							
4130-00-000	Legal Expense							
4130-01-000	Unlawful Detainers	0.00	0.00	0%		0.00	0%	
4130-02-000	Criminal Background Checks	12,092.23	510.00	2271%	Budgeted in line 4190-29-000	1,683.00	-86%	Going forward, only employment related background checks will be coded here
4130-03-000	Tenant Screening	0.00	0.00	0%		0.00	0%	
4130-04-000	General Legal Expense	76,771.29	98,381.00	-22%		85,000.00	11%	
4131-00-000	Total Legal Expense							
4139-00-000	Other Admin Expenses							
4140-00-000	Staff Training	158,363.38	231,220.00	-32%		230,777.00	46%	Includes all requested training as well as cushion for expanding staff capacity through education (not all requested training was utilized in FY25)
4150-00-000	Travel	8,568.27	17,000.04	-50%		44,884.00	-424%	Includes WAHC travel budgeted previously in 4150-00-000
4170-00-000	Accounting Expenses	6,342.86	0.00	100%		6,342.00	0%	
4171-00-000	Auditing Fees	68,000.00	73,694.00	-8%		75,000.00	10%	RHA's audit needs are increasing with increased development
4171-50-000	Payroll Processing Fee	19,086.02	22,248.00	-14%		21,247.00	11%	Increased due to new development
4172-00-000	Port Out Admin Fee Paid	17,207.97	10,000.00	72%	Not material - dependent on port outs	17,200.00	0%	
4173-00-000	Management Fee	1,252,636.23	1,292,851.00	-3%		1,197,915.00	-4%	
4174-00-000	Marketing	0.00	0.00	0%		80.00	100%	Immaterial
4175-40-000	Security Deposit Assistance	0.00	0.00	0%		0.00	0%	
4180-00-000	Office Rent	152,393.49	152,865.00	0%		152,308.00	0%	
4182-00-000	Consultants	0.00	0.00	0%		0.00	0%	
4189-00-000	Total Other Admin Expenses							
4190-00-000	Miscellaneous Admin Expenses							
4190-00-100	Sundry	183,127.51	272,923.00	-33%		227,427.00	24%	All employee related events as well as agency events were budgeted in FY25, but funding was not utilized. Budgeting in FY26 for all events.
4190-01-000	Membership Dues and Fees	68,221.82	72,593.00	-6%		85,000.00	25%	CLPHA Included
4190-02-000	Publications	3,802.65	4,277.00	-11%		5,359.00	41%	Housing related publication subscriptions will increase to increase access to information to the agency
4190-03-000	Advertising	6,253.25	6,571.00	-5%		5,570.00	-11%	Immaterial
4190-04-000	Office Supplies	55,871.25	52,205.00	7%		57,045.00	2%	
4190-05-000	Fuel-Administrative	0.00	0.00	0%		0.00	0%	
4190-06-000	Computer Expenses	376,432.58	281,484.00	34%	Upgraded storage for Laserfiche - 2 year contract paid to get discount	204,141.00	-46%	Includes replacement of remaining 32 laptops from 2020 issued laptops
4190-06-100	Consulting Costs	100,767.58	287,000.00	-65%		42,938.00	-57%	Sierra Computer Group included here. Other contracts included here in FY25 are included elsewhere in the FY26 budget (A/P coding cleanup)
4190-07-000	Telephone	95,971.73	86,168.00	11%		94,993.00	-1%	
4190-07-100	Court Costs	18,529.15	30,905.00	-40%		15,685.00	-15%	
4190-08-000	Postage	35,750.79	44,107.00	-19%		46,666.00	31%	Newsletter mailing will resume
4190-08-100	Collection Agency Fees	0.00	1,140.00	0%		0.00	0%	
4190-09-000	Software License Fees	97,560.36	439,632.00	-78%		84,851.00	-13%	Removing Elite read-only license
4190-09-100	Technical Assistance	133,502.04	89,611.00	49%	Nan McKay and Associates due to Director of Finance vacancy	150,000.00	12%	Nan McKay and Associates & Wise Consulting

4190-10-000	Copiers	0.00	0.00	0%	0.00	0%	
4190-11-000	Printer Supplies	17,155.80	23,092.00	-26%	16,635.00	-3%	
4190-12-000	Software	17,500.00	0.00	100%	21,800.00	25%	Adding Board agenda/packet software
4190-13-000	Internet	0.00	400.00	0%	0.00	0%	
4190-14-000	Fax	0.00	0.00	0%	0.00	0%	
4190-15-000	Cell Phones/Pagers	0.00	0.00	0%	18,700.00	100%	Cell phone upgrade anticipated
4190-17-000	Temporary Administrative Labor	0.00	0.00	0%	0.00	0%	
4190-18-000	Home Ownership Fees	197,154.03	180,000.00	10%	203,110.00	3%	
4190-20-000	Bank Fees	11,522.14	9,275.21	24%	10,937.00	-5%	
4190-21-000	Sponsorships	0.00	0.00	0%	0.00	0%	
4190-22-000	Other Misc Admin Expenses	17,452.00	0.00	100%	0.00	0%	NSP realized expense not anticipated in FY26
4190-22-180	Commissioner Costs	12,151.75	54,800.00	-78%	50,000.00	311%	Unspend contingency funds
4190-23-000	Office Equipment & Furniture	946.29	19,712.00	-95%	520.00	-45%	Immaterial
4190-26-000	Contract Service	1,800.00	0.00	100%	11,650.00	547%	LHHC assistance and audits
4190-27-000	Copier Expense - Contract	28,092.02	25,415.00	11%	27,325.00	-3%	
4190-28-000	Drug Testing - Contract	382.29	886.00	-57%	520.00	36%	Immaterial
4190-29-000	Criminal History - Contract	75,035.30	71,196.00	5%	81,482.00	9%	
4191-00-000	Total Miscellaneous Admin Expenses						
4199-00-000	TOTAL ADMINISTRATIVE EXPENSES	8,373,090.01	9,985,959.25	-16%	9,463,084.00	13%	
4200-00-000	TENANT SERVICES						
4210-00-000	Tenant Services Salaries	80,993.40	124,772.00	-35%	86,330.00	7%	
4210-01-000	Employee Benefit Contributions-Tenant Svcs.	0.00	0.00	0%	0.00	0%	
4220-00-000	Resident Council	0.00	0.00	0%	0.00	0%	
4220-01-000	Other Tenant Svcs.	7,793.43	73,850.00	-89%	25,171.00	223%	Elderly Services and Youth activity expenses
4230-00-000	Tenant Services Charged to Tenants	0.00	-35,940.00	0%	0.00	0%	
4230-01-000	Tenant Relocation	0.00	0.00	0%	0.00	0%	
4230-03-000	Tenant Services - Cable	385,030.82	428,285.00	-10%	157,459.00	-59%	All contracts to be canceled by 12/25
4230-05-000	Laundry Service	7,128.22	4,571.00	56%	7,260.00	2%	
4299-00-000	TOTAL TENANT SERVICES EXPENSES	480,945.87	595,538.00	-19%	276,220.00	-43%	
4300-00-000	UTILITY EXPENSES						
4300-10-000	Cable & Internet	29,428.61	53,671.00	-45%	46,959.00	60%	FY25 expense was reduced with 2 PH complexes offline. Anticipate Silverada back online in FY26
4310-00-000	Water	166,991.23	119,100.00	40%	161,313.00	-3%	
4320-00-000	Electricity	78,596.67	82,190.00	-4%	101,622.00	29%	
4320-01-000	Electricity-Vacant Units	23,596.87	11,059.00	113%	22,954.00	-3%	Increase in vacant units due to relocation
4320-02-000	KWH Contra Accounts	0.00	0.00	0%	0.00	0%	
4320-03-000	KWH	0.00	0.00	0%	0.00	0%	
4321-00-000	Outdoor Lighting	6,655.27	10,176.00	-35%	8,401.00	26%	
4330-00-000	Gas	43,953.72	48,684.00	-10%	52,182.00	19%	
4330-01-000	Therms	0.00	0.00	0%	0.00	0%	
4330-02-000	Therms Contra Account	0.00	0.00	0%	0.00	0%	
4332-00-000	Heating Oil	0.00	0.00	0%	0.00	0%	
4340-00-000	Garbage/Trash Removal	0.00	0.00	0%	0.00	0%	
4390-00-000	Sewer	502,927.27	490,610.00	3%	591,828.00	18%	Includes stormwater fee
4390-00-100	Other Utility Expenses	7,651.68	374,231.01	-98%	7,723.00	1%	Budgeted stormwater fees here (not yet implemented)
4390-10-000	Utilities Charged to Tenants	0.00	-1,006.00	0%	0.00	0%	
4399-00-000	TOTAL UTILITY EXPENSES	859,801.32	1,188,715.01	-28%	992,982.00	15%	
4400-00-000	MAINTENANCE AND OPERATIONAL EXPENSES						
4400-10-000	Maint - Consumables	8,871.91	335,686.00	-97%	14,798.00	67%	Used this category for all CouldTen maintenance expenses
4400-99-000	General Maint Expense						Correctly allocating CourtTen maintenance expenses in FY26
4410-00-000	Maintenance Salaries	802,502.88	791,420.00	1%	881,738.00	10%	Staffing was below budgeted due to staff turnover. FY26 budget includes conservative estimate with little turnover
4410-01-000	Maintenance Labor-Grounds	0.00	0.00	0%	0.00	0%	
4410-02-000	Maint-On Call Service	0.00	0.00	0%	0.00	0%	
4410-03-000	Maintenance - Temporary Labor	0.00	0.00	0%	0.00	0%	
4410-04-000	Maint. Empl. Rent Free Unit	0.00	111.96	0%	0.00	0%	
4410-05-000	Employee Benefit Contribution-Maint.	0.00	0.00	0%	0.00	0%	
4411-00-000	Maintenance Uniforms	0.00	0.00	0%	0.00	0%	
4412-00-000	Maintenance Travel/Training	0.00	0.00	0%	0.00	0%	
4413-00-000	Vehicle Gas, Oil, Grease	30.84	0.00	100%	50.00	62%	Immaterial
4419-00-000	Total General Maint Expense						
4420-00-000	Materials						
4420-01-000	Materials - Plumbing	22,399.29	14,361.00	56%	27,550.00	23%	
4420-02-000	Materials - Electrical	16,620.87	19,333.00	-14%	16,000.00	-4%	
4420-03-000	Supplies-Decorating	0.00	0.00	0%	0.00	0%	
4420-04-000	Materials - Building & Grounds	70,974.82	25,173.00	182%	79,534.00	12%	Budget did not include tree service at Yorkshire that was needed
4420-05-000	Materials - Paint	28,167.75	778.00	3521%	27,024.00	-4%	Increase in vacancies due to relocation

4420-06-000	Materials - Heating & Cooling	33,993.24	9,935.00	242%		32,846.00	-3%	
4420-07-000	Materials - Maintenance	69,412.83	89,297.00	-22%		70,621.00	2%	
4420-08-000	Materials - Drapes & Parts	17,738.79	37,313.00	-52%		16,619.00	-6%	
4420-09-000	Materials - Janitorial Supp	6,724.03	10,750.00	-37%		6,638.00	-1%	
4420-10-000	Maintenance Charged to Tenants	0.00	-16,518.00	0%		0.00	0%	
4420-11-000	Materials - Irrigation	15,991.58	352.00	4443%	FY25 budget was not accurate	2,395.00	-85%	FY25 budget was not accurate.
4420-12-000	Materials - Flooring	10,760.42	649.83	1556%	Increase in vacancies due to relocation	3,980.00	-63%	
4420-13-000	Materials - Landscaping	4,819.56	0.00	100%		4,115.00	-15%	
4420-15-000	Materials - Pest Control	470.61	2,027.00	-77%		1,265.00	169%	
4425-00-710	Materials - Maintenance Tools	830.79	5,165.00	-84%		2,345.00	182%	
4429-00-000	Total Materials							
4430-00-000	Contract Costs							
4430-00-100	Contract - Services Charged to Tenants	0.00	0.00	0%		0.00	0%	
4430-01-000	Contract-Alarm/Extinguisher	5,086.25	0.00	100%		1,760.00	-65%	
4430-01-100	Contract - Vacancy Cleaning	120,444.00	54,530.00	121%	Increase in vacancies due to relocation	109,825.00	-9%	Anticipate fewer vacancies
4430-02-000	Contract-Appliance	25,985.95	11,118.00	134%		35,352.00	36%	Almost all appliances from HV have been reused
4430-02-100	Contract - Vacancy Paint	262,015.30	145,525.00	80%	Increase in vacancies due to relocation	204,125.00	-22%	Anticipate fewer vacancies
4430-03-000	Contract-Buildings and Grounds	89,299.51	7,627.00	1071%		39,760.00	-55%	
4430-04-000	Contract-Carpet Cleaning	2,845.54	0.00	100%		2,070.00	-27%	
4430-04-100	Contract - Landscaping	168,013.82	97,702.00	72%		146,054.00	-13%	
4430-05-000	Contract-Decorating/Painting	51.31	9,534.00	-99%		60,055.00	116947%	See Scatterd Sites Needs List
4430-05-100	Contract - Uniform Service	11,255.40	0.00	100%		8,857.00	-21%	
4430-06-000	Contract-Electrical	30,252.11	11,186.00	170%		15,451.00	-49%	See Scatterd Sites Needs List
4430-06-100	Contract - Inspections	4,553.14	7,295.12	-38%		1,300.00	-71%	
4430-07-000	Contract-Pest Control	37,049.14	27,451.00	35%		43,691.00	18%	
4430-07-100	Contract - Glass Repair	33,215.09	15,410.00	116%		105,190.00	217%	See Scatterd Sites Needs List
4430-08-000	Contract-Floor Covering	130,073.26	108,745.28	20%		97,307.00	-25%	Anticipate fewer vacancies
4430-09-000	Contract-Grounds	0.00	0.00	0%		0.00	0%	
4430-09-100	Contract - Equipment Repair & Svc	590.73	2,637.00	-78%		4,068.00	589%	Inmaterial
4430-10-000	Contract-Janitorial/Cleaning	76,661.35	82,226.00	-7%		63,965.00	-17%	
4430-10-100	Contract - Security	3,781.39	18,120.00	-79%		4,740.00	25%	
4430-11-000	Contract-Plumbing	74,821.13	18,967.00	294%		81,726.00	9%	
4430-12-000	Contract-Window Covering	0.00	990.12	0%		0.00	0%	
4430-13-000	Contract-HVAC	45,810.03	21,891.00	109%		168,446.00	268%	See Scatterd Sites Needs List
4430-14-000	Contract-Vehicle Maintenance	0.00	107,855.00	0%	Budget included two vehicles	2,000.00	100%	
4430-15-000	Contract-Equipment Rental	0.00	0.00	0%		0.00	0%	
4430-16-000	Contract-Maintenance Consultants	0.00	0.00	0%		0.00	0%	
4430-16-100	Contract - Radio Service	0.00	27,487.00	0%		0.00	0%	
4430-17-000	Contract-Elevator Monitoring	0.00	0.00	0%		0.00	0%	
4430-18-000	Contract-Alarm Monitoring	2,219.14	0.00	100%		0.00	0%	
4430-18-100	Contract - Consultants	0.00	150,000.00	0%		0.00	0%	
4430-19-000	Contract-Sprinkler Monitoring	0.00	1,200.12	0%		0.00	0%	
4430-19-100	Contract - Fuel & Mileage Reimbursement	21,766.85	25,196.00	-14%		22,275.00	2%	
4430-20-000	Contract - Answering Svc	7,303.35	7,799.00	-6%		7,230.00	-1%	
4430-21-000	Contract - Misc	78,193.87	41,852.00	87%		132,090.00	69%	Include buffer for unanticipated contracts
4430-22-000	Contract-IT Contracts	0.00	0.00	0%		0.00	0%	
4430-23-000	Contract-Consultants	0.00	0.00	0%		0.00	0%	
4430-27-000	Contract - Fencing	37,919.86	13,733.00	176%		39,080.00	3%	See Scatterd Sites Needs List
4430-28-000	Contract - Roofing and Gutters	9,792.00	0.00	100%		64,500.00	559%	See Scatterd Sites Needs List
4430-30-000	Contract - Snow Removal	197.47	0.00	100%		197.00	0%	
4430-31-000	Contract - Garage Door Repair	8,453.11	18,511.33	-54%		9,518.00	13%	
4430-31-100	Contract - Disposal Svc	332,262.50	287,295.00	16%		364,876.00	10%	
4430-70-000	Contract-Asset Fees	0.00	0.00	0%		0.00	0%	
4430-80-000	Contract-Bookkeeping Fees	0.00	0.00	0%		0.00	0%	
4430-90-000	Contract-Fee For Service	0.00	67.44	0%		31,000.00	100%	
4430-99-000	Contract Costs-Other	14,442.86	4,635.00	212%		26,900.00	86%	
4431-00-000	Auto Repair	10,491.99	19,194.00	-45%		11,065.00	5%	
4439-00-000	Total Contract Costs							
4499-00-000	TOTAL MAINTENANCE AND OPERATIONAL EXPENSES	2,755,157.67	2,671,613.20	3%		3,091,991.00	12%	
4500-00-000	GENERAL EXPENSES							
4510-00-000	Insurance	44,290.30	19,830.00	123%		45,385.00	2%	
4510-01-000	Insurance - Worker's Comp	53,814.63	64,896.00	-17%		55,472.00	3%	
4510-04-000	Insurance - Other	31,227.26	137,731.00	-77%		31,319.00	0%	
4510-10-000	Property Insurance	399,241.95	221,762.00	80%		404,428.00	1%	
4510-20-000	Liability Insurance	30,223.03	27,663.00	9%		28,486.00	-6%	
4510-50-000	Retiree Benefits	8,423.40	9,346.72	-10%		10,332.00	23%	
4520-00-000	Payments in Lieu of Taxes	0.00	249,302.00	0%		165,602.00	100%	

4520-01-000	Property Tax	8,916.65	10,368.00	-14%	9,797.00	10%	
4521-00-000	Misc. Taxes/Licenses/Insurance	81.43	0.00	100%	0.00	0%	
4530-00-000	Severance Expense	0.00	0.00	0%	0.00	0%	
4540-00-000	Employee Benefits	2,749,628.52	3,368,569.00	-18%	3,035,515.00	10%	
4570-00-000	Bad Debt-Write Offs	0.00	7,000.00	0%	33,060.00	100%	
4570-01-000	15K Debt Forgiveness	0.00	0.00	0%	0.00	0%	
4580-00-000	Security/Law Enforcement	0.00	0.00	0%	0.00	0%	
4585-00-000	Port-In HAP/URP Expense	185,825.14	150,000.00	24%	186,000.00	0%	
4590-00-000	Other General Expense	140,627.83	13,000.00	982%	0.00	0%	MTW Activity closing 6/25
4590-01-000	Water Cooler Rental	2,774.38	2,964.00	-6%	3,035.00	9%	
4599-00-000	TOTAL GENERAL EXPENSES	3,655,074.53	4,282,431.72	-15%	4,008,431.00	10%	
4700-00-000	HOUSING ASSISTANCE PAYMENTS						
4715-00-000	Housing Assistance Payments	58,863,717.98	51,861,244.04	14%	59,718,448.00	1%	
4715-01-000	Tenant Utility Payments-Voucher	32,394.86	0.00	100%	33,000.00	2%	
4715-02-000	Port Out HAP Payments	365,292.00	0.00	100%	365,000.00	0%	
4715-03-000	Port-Out Hard to House Expense	0.00	0.00	0%	0.00	0%	
4715-04-000	Port-Out Other Expense	0.00	0.00	0%	0.00	0%	
4715-05-000	Security Deposit Assistance	0.00	0.00	0%	0.00	0%	
4715-06-000	FSS Escrow Payments	0.00	0.00	100%	155,000.00	100%	Not budgeted in FY25, should have been.
4715-07-000	Landlord Incentive Program	0.00	0.00	0%	0.00	0%	
4715-08-000	HAP Home Ownership	0.00	0.00	0%	0.00	0%	
4715-08-100	HAP - Vash	0.00	0.00	0%	0.00	0%	
4715-09-000	HAP - Mainstream 75	0.00	0.00	0%	0.00	0%	
4715-10-000	UAP - RHA - VASH	0.00	0.00	0%	0.00	0%	
4715-80-000	Homeless Prevention - Rent	0.00	0.00	0%	0.00	0%	
4715-81-000	Homeless Prevention - Other	0.00	235,000.00	0%	0.00	0%	
4715-82-000	Homeless Prevention - Utilities	0.00	0.00	0%	0.00	0%	
4799-00-000	TOTAL HOUSING ASSISTANCE PAYMENTS	59,261,404.83	52,096,244.04	14%	60,271,448.00	2%	
4800-00-000	FINANCING EXPENSE						
4810-01-000	Asset Mgt Fee Expense	0.00	26,145.00	0%	0.00	0%	
4810-02-000	Bookkeeping Fee Expense (pay to COCC)	534,625.71	531,481.04	1%	533,225.00	0%	
4850-00-000	Admin Fee Expense (pay to COCC)	0.00	4,417.00	0%	0.00	0%	
4851-00-000	Interest Expense-Loan 1	0.00	0.00	0%	0.00	0%	
4852-00-000	Interest Expense-Loan 2	0.00	0.00	0%	0.00	0%	
4853-00-000	Interest Expense-Bond 1	0.00	0.00	0%	0.00	0%	
4854-00-000	Interest Expense-Bond 2	0.00	0.00	0%	0.00	0%	
4855-00-000	Interest Expense-Mortgage Payable	0.00	0.00	0%	0.00	0%	
4899-00-000	TOTAL FINANCING EXPENSES	534,625.71	562,043.04	-5%	533,225.00	0%	
5000-00-000	NON-OPERATING ITEMS						
5100-01-000	Depreciation -Buildings & Improvements	0.00	0.00	0%	0.00	0%	
5100-02-000	Depreciation -Furn,Equip,Machinery-Dwellings	0.00	0.00	0%	0.00	0%	
5100-03-000	Depreciation -Furn,Equip,Machinery-Admin.	0.00	0.00	0%	0.00	0%	
5100-03-100	Amortization Expense	0.00	0.00	0%	0.00	0%	
5100-04-000	Depreciation-Leashold Improvements	0.00	0.00	0%	0.00	0%	
5100-05-000	Depreciation-Infrastructure	0.00	0.00	0%	0.00	0%	
5210-00-000	Operating Transfers OUT	2,131,852.00	0.00	100%	2,956,731.00	39%	Offsets Operating Transfer In of MTW HAP
5220-00-000	Prior Period Adjustments Affecting RR	0.00	0.00	0%	0.00	0%	
5225-00-000	Equity Transfers - In and Out	0.00	0.00	0%	0.00	0%	
5230-00-000	Gain/Loss on Sale of Fixed Assets	0.00	0.00	0%	0.00	0%	
5231-00-000	Gain/Loss from Disposition of Non-Expend Equip.	0.00	0.00	0%	0.00	0%	
5232-00-000	Gain/Loss from Sale Disposition of Real Property	0.00	0.00	0%	0.00	0%	
5610-00-000	Interest Expense	0.00	12,396.00	0%	0.00	0%	
5999-00-000	TOTAL NON-OPERATING ITEMS	2,131,852.00	12,396.00	17096%	2,956,731.00	39%	
8000-00-000	TOTAL EXPENSES	78,051,951.95	71,394,940.26	9%	81,594,112.00	5%	
9000-00-000	NET INCOME	2,245,741.46	1,808,384.09	29% * The largest change in FY25 revenue and expenses is in HAP.	1,258,798.16	-44%	

FY26 Budget Staffing Changes

Current Positions on Org Chart - To Be Filled in FY26

Fiscal Impact

IT Network Administrator (grade 9) reclass to IT Help Desk Technician (grade 15) (vacant)	\$46,342.00	
Procurement Specialist reclass grade 10 to 11 (vacant)	\$65,187.00	<i>Approved in FY25</i>
Asset Management Specialist (vacant)	\$59,134.00	<i>Approved in FY25</i>
HR Intern (vacant)	\$20,200.00	<i>Approved in FY25</i>
Deputy Executive Director (vacant)	\$116,500.00	<i>Approved in FY23</i>
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TOTAL	\$307,363.00	
Benefits at 58.5%	\$108,724.00	

New Org Chart Positions to be Added in FY26

Youth Activities Coordinator	\$48,651.00	
FSS Coordinator #3 (position funded by grant)	\$48,651.00	
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TOTAL	\$97,302.00	
Benefits at 58.5%	\$129,649.00	

Total Fiscal Impact

\$643,038.00

Scattered Sites Budget Plan 2025-2026

Property	Address	Item 1	Cost Estimate	Item 2	Cost Estimate2	Notes
350	None					
410	1830 Helena	Ext Paint	\$5,000.00			
	1956 Citron	Furnace	\$7,000.00			
	1960 Helena	Roof	\$12,000.00	Furnace	\$14,000.00	
411	2751 Pajaro	Paint	\$5,000.00			
	2790 16th	Furnace	\$7,000.00			
	5546 Sun Valley	Paint	\$5,000.00	Roof	\$14,000.00	
	5591 Dayspring	Paint	\$5,000.00	Roof	\$16,000.00	
	8480 Rred Baron	AC	\$7,000.00			
414	2627 Sunny Slope #3	Windows	\$12,000.00			
	7820 Claridge Point	Paint	\$5,000.00			
415	None					
416	None					
508	1939 Bishop	Windows	\$10,000.00			
520	None					

Property	Address	item 1	Cost Estimate	Item 2	Cost Estimate2	Notes
412	12003 Kernite	DG	\$3,000.00			
	14020 Obsidian	furnace	\$8,000.00			
	1699 Woodhaven	Paint	\$5,000.00			
	1845 Brunetti	Irrigation	\$4,000.00			
	2055 Oppio	Sewer Line	\$20,000.00			
	5768 Sculptor	AC/Furnace	\$15,000.00			
750	1091 Shadelands	Paint	\$5,000.00			
	215 E lincoln	Swamp	\$3,000.00			
	24 E Devere	Rain Gutters	\$3,000.00			Front only
	2411 Sunny Slope #4	furnace	\$15,000.00	Windows	\$12,000.00	
	2631 Sunny Slope # 5	Windows	\$12,000.00			
	2506 Sunny Slope #1	Windows	\$12,000.00			
	281 McGoldrick	Furnace	\$8,000.00			
	2875 Idlewild #59	Windows	\$12,000.00			
	321 Devere	Swamp	\$3,000.00	Paint	\$5,000.00	
	5547 Thornberry	Paint	\$5,000.00			
	5581 Diablo	Paint	\$5,000.00			
	5702 Avalanche	Paint	\$5,000.00			
	6365 Zuni	Paint	\$5,000.00			
	70 Llyski	Swamp	\$3,000.00			
	7353 Rubens	HVAC	\$15,000.00			
753	None					

Reno Housing Authority

Unrestricted Cash & HUD Held Reserve Report

February 2026

Bank Account/Funding Source		Balance	Obligations	Value
Unrestricted	Bank of America Unaided - X1775	\$ 2,695,627	Development Guarantees	\$ 2,000,000
Unrestricted	Bank of America WAHC Contract Administration Fee - X5181	\$ 3,556,962	Gen Den	\$ 1,750,000
Unrestricted	Wells Fargo Investment - X2551	\$ 11,746,479	Operating Reserves (4-months Administrative Expenses)	\$ 3,361,848
			Carville Court Development (estimated)	\$ 2,200,000
			Reno Avenue Development (estimated)	\$ 1,000,000
			I Street (estimated)	\$ 3,000,000
			Capital Improvement Plan (CloudTen Properties 2026-2027)	\$ 3,770,000
	Unrestricted Subtotal	\$ 17,999,068	Unrestricted Obligation Subtotal	\$ 17,081,848
Restricted	MTW HUD Held Reserves	\$ 14,592,146	Carville Court Development (estimated)	\$ 2,450,000
			Paradise Plaza	\$ 950,000
			PH Interfund Clear	\$ 1,788,545
			Operating Reserves (4-months HAP and Operating Subsidy)	\$ 9,403,601
	MTW HUD Held Reserves Subtotal	\$ 14,592,146	MTW HUD Held Reserves Obligation Subtotal	\$ 14,592,146
	TOTAL	\$ 32,591,214	TOTAL	\$ 31,673,994

RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 11

April 22, 2025

SUBJECT: Discussion and possible approval to enter into a contract for up to \$617,353 with Housing To Home for relocation assistance and services and relocation expenses associated with the Stead Manor rehabilitation project. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Background:

The Stead Manor rehab project began construction in December 2024 and will take approximately 22 months to complete. The project is divided into four phases which require the temporary relocation of all residents. In April 2024, the Board approved RHA entering into a professional services agreement with Housing To Home (“HTH”) for relocation services. To date, HTH has completed the permanent relocation of residents at Hawk View Apartments, the temporary relocation for Phase 1 of Silverada Manor, and the temporary relocation for Phases 1 and 2 for John McGraw Court and Silver Sage Court.

In November 2024, HTH began temporarily relocating the residents in Phase 1 of Stead Manor. As of March 2025, the staff and relocation expenses have been below the \$100,000 Executive Director authorization threshold. At this time, the Board needs to authorize the Executive Director to execute a contract for the remainder of the project. Services include meeting with tenants and developing individualized relocation plans, arranging packing and moving services, calculating and overseeing relocation payments, working with tenants to minimize impacts from the relocation, providing proper noticing, and additional services as needed. Housing To Home will also cover all up-front moving-related expenses for the tenants.

HTH’s relocation services contract for Stead Manor includes both staffing costs and moving-related expenses. The contract provides for an up to budget of:

- HTH Staffing: \$326,293
- Relocation Expenses: \$291,060
- Total: \$617,353

Staff Recommendation and Motion:

Staff recommends that the Board of Commissioners motion to approve to enter into a services contract for an amount not to exceed \$617,353 with Housing To Home for relocation services for the Stead Manor rehab project and authorize, Executive Director, Hilary Lopez, Ph.D., to sign and execute all required documents.



CLIENT SERVICES AGREEMENT

This Client Services Agreement (this “Agreement”) is made and entered into as of the 22nd day of April 2025, by and between HousingToHome LLC, a Massachusetts limited liability company (“Contractor”) and Reno Housing Authority (“Client”).

1. Services. Client hereby engages Contractor to provide the services described on *Exhibit A* attached hereto (the “Services”) and Contractor agrees to provide the Services, all upon the terms and conditions set forth in this Agreement.

2. Term and Termination. The term of this Agreement (the “Term”) shall commence April 22, 2025 and continue until completion of Services and payment in full of the final invoice unless sooner terminated in accordance with this Agreement. Either party may terminate this Agreement prior to expiration of the Term by giving the other party at least sixty (60) days’ prior written notice of such termination. In addition, either party may terminate this Agreement immediately upon notice to the other party, if the other party breaches any material provision of this Agreement and such breach remains uncured for thirty (30) days following notice from the terminating party to the breaching party setting forth in reasonable detail the nature of such breach. Upon termination of this Agreement for any reason, Client shall pay Contractor for all Services performed through the effective date of termination. The provisions of Section 4, 6, 7 and 8 shall survive termination of this Agreement.

3. Compensation. Client shall pay Contractor the fees set forth on *Exhibit A*. In addition, Client shall reimburse Contractor for certain expenses incurred by Contractor in performing the Services as set forth on *Exhibit A*. Contractor shall send Client monthly invoices setting forth the fees and expenses then due. Client shall pay each invoice within thirty (30) days after receipt, unless an invoice is subject to a good faith dispute in which case, Client shall pay the undisputed portion of such invoice within thirty (30) days after receipt of such invoice and shall provide a detailed explanation of the reason for any dispute within fifteen (15) days after receipt of such invoice. Any amount not paid when due (unless the subject of such a good faith dispute) shall be subject to a late fee of 1% per calendar month or any partial calendar month that such amount remains outstanding. In addition, Client shall be required to reimburse Contractor for all costs incurred by Contractor, including reasonable attorneys’ fees, in collecting any overdue amounts. Contractor shall have the right to suspend the Services following five (5) days’ notice to Client during any period in which any amount is overdue. Client shall be responsible for any sales, use, excise, value added or other taxes (other than taxes based on Contractor’s net income) payable with respect to the Services.

4. Warranty/Disclaimer. Contractor warrants that the Services will be performed in a professional and workmanlike manner in conformity with generally prevailing industry standards and all applicable laws. CONTRACTOR EXPRESSLY DISCLAIMS ALL OTHER

WARRANTIES, WHETHER EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE AND ANY ORAL OR OTHER WRITTEN REPRESENTATIONS, PROPOSALS OR STATEMENTS MADE ON OR PRIOR TO THE EFFECTIVE DATE OF THIS AGREEMENT.

5. Insurance. During the Term, each party shall maintain the insurance coverage set forth on *Exhibit B* attached hereto and shall provide the other party with evidence of such insurance upon request.

6. Indemnifications/Limits on Liability.

(a) During the Term and for a period of one (1) year thereafter, each party shall indemnify and hold harmless the other party and its respective officers, directors, members, managers, and employees from and against any and all uninsured loss, liability, claims, suits, judgments, damages, losses and expenses (including reasonable attorneys' fees) of any nature whatsoever arising out or related to any breach by such party of this Agreement or the gross negligence or willful misconduct of such party or its agents or employees.

(b) IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY FOR ANY LOST PROFITS, INDIRECT, INCIDENTAL, CONSEQUENTIAL OR SPECIAL DAMAGES WHATSOEVER ARISING OUT OF OR RELATED TO THIS AGREEMENT, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES; PROVIDED THAT THE FOREGOING LIMITATION SHALL NOT APPLY TO OR OTHERWISE LIMIT THE OBLIGATION OF A PARTY TO INDEMNIFY THE OTHER PARTY PURSUANT TO THIS SECTION 6 FROM AND AGAINST SUCH DAMAGES THAT ARE AWARDED TO A THIRD PARTY.

(c) Contractor shall not be responsible for any delay or failure in performance of the Services caused by fire, flood, explosion, war, strike, embargo, government requirement, epidemic or pandemic, civil or military authority, act of God, act of terrorism, or other causes beyond its reasonable control.

7. Certain Covenants.

(a) *Confidentiality*. In the course of Contractor's provision of Services to Client, certain "Confidential Information" may be disclosed between the parties. "Confidential information" is any information of a party, in any form, that is not available to the general public; provided that "Confidential Information" shall not include information that is received independent of the Services from a third party not under an obligation to maintain the confidentiality of the information, or information that a party is required to disclose by law or legal process. Each party agrees that neither it nor any of its employees, agents, contractors or other persons or organizations over which it has control will directly or indirectly use any Confidential Information of the other party for any purposes or disseminate or disclose any Confidential Information of the other party to any person or organization, without the express written consent of the other party, except that Contractor may use Confidential Information of Client during the Term of this Agreement solely for the purposes of providing the Services. Each

party will undertake commercially reasonable and appropriate steps to maintain the confidentiality of Confidential Information of the other party. Upon termination of this Agreement, each party will promptly deliver to the other party all copies of the other party's Confidential Information that are in such party's possession or under such party's control and delete all Confidential Information stored on such party's devices.

(b) *Nonsolicitation.* During the Term and for a period of one (1) year thereafter, neither party shall solicit, recruit or hire any person who was an employee or independent contractor of the other party at any time during the twelve month period preceding such solicitation or hiring and with whom such party had contact as a result of this Agreement, or encourage any such person to terminate such person's relationship with the other party.

(c) *Enforcement.* Each party acknowledges that a breach of this Section 7 by such party shall cause the other party irreparable harm for which there is not an adequate remedy at law. Accordingly, if either party breaches any provision of this Section 7, the other party shall be entitled, in addition to all other available remedies, to injunctive and other equitable relief without the posting of any bond or security.

8. General Provisions.

(a) *Relationship of the Parties.* Client and Contractor are independent contractors with respect to each other and nothing contained in this Agreement shall be deemed to create a partnership, joint venture or other relationship between them other than that of independent contractors. Neither party shall have the right to bind the other party or to represent the other party in dealings with third parties without the express authorization of the other party.

(b) *Assignment.* This Agreement may not be assigned by either party without the prior written consent of the other party, which consent shall not be unreasonably withheld.

(c) *Entire Agreement; Amendment or Waiver.* This Agreement constitutes the entire agreement between the parties with respect to the Services and supersedes all prior agreements and understandings, whether oral or written, pertaining to the Services. The provisions of this Agreement may be modified only in a written agreement signed by both parties. The provisions of this Agreement may be waived in a writing signed by the waiving party. The failure of either party to seek redress for violation, or to insist upon the strict performance of any covenant, agreement, provision, or condition of this Agreement, shall not constitute a waiver thereof.

(d) *Governing Law.* This Agreement shall be governed by the laws of the Commonwealth of Massachusetts as if executed and to be performed in Massachusetts without regard to conflict of law principles that might require the application of the laws of another jurisdiction. The state and federal courts sitting in Massachusetts shall have exclusive jurisdiction to decide any matter arising under or in connection with this Agreement.

(e) *Notices.* All notices, consents and other communications under this Agreement shall be in writing and sent to the addresses set forth on the signature page of this Agreement and shall be deemed given (i) when personally delivered, (ii) after being delivered according to the tracking system of a recognized overnight delivery service, or (iii) three business days after being sent via certified U.S. mail first-class delivery, return receipt requested. In addition routine communications (which shall expressly exclude notice of breach or termination) may be sent by electronic mail to the addresses set forth below.

(f) *Severability.* If any provision of this Agreement is held to be invalid, illegal or otherwise unenforceable, either in whole or in part, such provisions shall be enforceable to the extent permitted by law and the validity, legality and enforceability of the remaining provisions shall in no way be affected or impaired thereby.

(g) *Exculpation.* It is understood and agreed that the obligations of the parties under or with respect to this Agreement do not constitute personal obligations of the officers, shareholders, members, or managers of either party, and shall not involve any claim against, or personal liability on the part of such persons; and each party will look solely to the assets of the other party for satisfaction of any liability of the other party in respect of this Agreement and will not seek recourse against such officers, shareholders, members, or managers, or any of their personal assets for such satisfaction.

IN WITNESS WHEREOF, this Agreement is executed under seal as of the day and year first above written.

HOUSINGTOHOME LLC

BY: Katharine R. Provencher
Manager

RENO HOUSING AUTHORITY

BY: Hilary Lopez
Executive Director

EXHIBIT A



HOUSING TO
HOME

**Stead Manor - Reno Housing Authority (Reno, NV)
HTH Relocation Services Budget**

Relocation Phase (18 Months*)

Relocation Supervisor	\$63,000
On-Site Relocation Manager	\$146,250
Resident/Site Meetings, as needed	\$18,000
Equipment and Supplies	\$10,920
Overhead	\$88,123
Total	\$326,293

HTH PROJECT TOTAL	\$326,293
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**Assumes 1 Month Set-Up/Assessments, 16 months of Relocation and 1 month of close-out.*



Prepared by HousingToHome LLC

HousingToHome (HTH) | www.housingtohome.com |
50 Summer St. Boston, MA 02110 | 617-293-6572

The Stead Manor Project Relocation Expenses Budget - 68 Units (50 units occupied)

Description	2 BR	3 BR	Instances	Total
	35	15		
Packing Supplies	\$8,750	\$4,500	2	\$26,500
Moving, packing/unpacking; 100% of residents	\$50,750	\$23,250	2	\$148,000
Moving Insurance for Residents	\$5,250	\$2,250	2	\$15,000
Cleaning of Relocation Units	\$7,000	\$4,500	1	\$11,500
Temp unit utilities	\$5,250	\$2,625	3.5	\$27,563
Transfer of Cable/Internet/Utility Services	\$3,500	\$1,500	2	\$10,000
*Temporary off site extended stay	\$9,300		4	\$37,200
**Off-site Storage for ADA unit	\$250		4	\$1,000
Cleaning of vacated units (assumes 50%)	\$8,750	\$3,750	1	\$12,500
Dumpster/Trash Removal				\$1,797
HTH Relocation Services				\$326,293
Relocation Cost Total:				\$617,353

Budget Assumptions

Inspections for pests and extermination costs will be covered by operating budget and are not included. All units will need to be inspected for all pest activity (and scheduled needed treatments) prior to their move day.

*Based on 2 Rooms for ADA HH. 78% of those categorized as Disabled HH have 1-2 members.

**Based on a HH going to Extended Stay and having to store belongings.

Line items are subject to change but the maximum to be spent for each task is below

Task Order A	\$205,784
Task Order B	\$205,784
Task Order C	\$205,784

EXHIBIT B



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ironside Insurance Group, LLC 112 Water Street Ste 401 Boston MA 02109		CONTACT NAME: Cat Darnell PHONE (A/C No. Ext): (617) 227-2400 FAX (A/C No.): (617) 910-2472 E-MAIL ADDRESS: support@ironsideig.com	
INSURED HousingToHome, LLC 50 Summer Street Boston MA 02110		INSURER(S) AFFORDING COVERAGE INSURER A : Lloyd's of London INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	NAIC # 15792

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PSN0440105594	10/26/2024	10/26/2025	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 Cyber Liability \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PSN0440105594	10/26/2024	10/26/2025	BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			PSN0440105594	10/26/2024	10/26/2025	PL Occurrence \$2,000,000 Crime/Fidelity \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER For Info Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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RENO HOUSING AUTHORITY

AGENDA ITEM NUMBER: 12

April 22, 2025

SUBJECT: Additional Items. (For Possible Action)

FROM: Executive Director

RECOMMENDATION: For Possible Action

Additional Items:

- a) General matters of concern to Board Members regarding matters not appearing on the agenda. (Discussion)
- b) Reports on conferences and training. (Discussion)
- c) Old and New Business. (Discussion)
- d) Request for Future Agenda Topics (Discussion)
- e) Schedule of next meetings. The following dates have been scheduled in advance but are subject to change at any time: Tuesday, May 27, 2025, and Tuesday, June 24, 2025. (For Possible Action)